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AUTHOR	Cameron, Walter A., Comp.
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ABSTRACT

Secondary INFOE (Information Needed for Occupational Entry) is a service which enables counselors to provide localized career and educational infomation to students. The key to the INFOE service is the INFOEscript, a career brief developed for student use in the form of a microfilm aperture card. Each brief describes a specific job title. An alphabetical list of job titles for which there are briefs comprise the Career Deck. A Program Offering Deck provides information on vocational and technology programs offered in Tennessee; the Institution Deck informs students of postsecondary institutions in Tennessee and surrounding States. The development of the materials, directions for use of the cards, and their implementation are discussed. The INFOE pilot study and its evaluation are described. A brief description of the K-14 INFOE program is included. The supplementary materials for the counselor contain an alphabetical and numerical listing of the job titles in the Career Deck and a matrix of programs offered in the State area vocational schools, State community colleges, and State teacher institutes. For the students, a sample job title INFOEscript, directions for using the INFOE Career Deck, and information on the Program Offering Deck and on the postsecondary Institution Deck are presented. (JB)

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secondary INFOE

guide for counselors and students

TENNESSEE RESEARCH COORDINATING UNIT
909 Mountcastle Street
Knoxville, Tennessee 37916

Sponsored cooperatively by
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Benjamin E. Carmichael, Executive Officer
Nashville, Tennessee 37219

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GUIDE TO SECONDARY INFOE FOR COUNSELORS AND STUDENTS

Compiled

by

Walter A. Cameron

Tennessee Research Coordinating Unit
for Vocational Education
College of Education
The University of Tennessee

In Cooperation With

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Division of
Vocational-Technical Education

TABLE OF CONTENTS

Page

Information for Counselors About Secondary INFOE. 1

The Development of INFOE Materials 1
Information Contained on the Aperture Card 3

Use of the INFOE Deck 8

Implementing INFOE. 9

INFOE Pilot Study 12

Evaluation of Pilot Study. 12

Brief Description of the K-14 INFOE Program 15

Model for K-14 INFOE 17

Supplementary Materials for the Counselor 18

Secondary INFOE Inventory List 19
State Area School Programs 29
Tennessee Community College and Technical Institute Programs. 34

Information for Students About Secondary INFOE 40

Directions for Using the Secondary INFOE Career Deck. . . 45

Career Clusters for INFOE. 46
Secondary INFOE Career Deck Alphabetical Listing & Descriptive Information 55

Program Offering Deck 104

Vocational Programs. 105
Technology Programs. 112

Post-Secondary Institution Deck 118

State Area Vocational-Technical Schools. 119
State Community Colleges, Technical Institutes and Junior Colleges in Tennessee 120
Four-year Colleges and Universities in Tennessee. 121
Selected Out-of-State Institutions 123

INFORMATION FOR COUNSELORS ABOUT
SECONDARY INFOE

In this age of increasing societal complexity, realistic career guidance is a must if high school students are to establish relevant, intelligent occupational goals and to make realistic educational choices based on the goals. The value of practical counseling for high school students has seldom been questioned, however, it is difficult for a counselor to obtain specific educational and career information to do an effective job of counseling. The typical situation reveals counselors who are faced with a bewildering array of books, pamphlets, mimeographed handouts and other materials from which they are expected to derive career information. Standard quidance materials consist of a variety of sizes, formats and contents and usually are relatively obsolete. Seldom is the available information localized to the geographic area in which the student lives and expects to work. Secondary INFOE (Information Needed For Occupational Entry) is a service which enables counselors to provide localized career and educational information to students. In addition, it eliminates the inefficient duplication of information-gathering activities by guidance counselors and enables them to spend more time actually counseling.

The Development of INFOE Materials

The key to the INFOE service is the INFOEscript, a career brief developed for student use in the form of a microfilm aperture card. Each brief, containing localized information on one job title, consists of four 8½" x 11" pages which are stored photographically on a microfilm aperture card.

The microfilm aperture card which contains the INFOEscript is a conventional computer card with a rectangular opening in which a frame of microfilm is mounted. Production of the aperture card is relatively simple.

Each set of four 8½" x 11" INFOEscript pages is placed on the copy board of a microfilm processor-camera. At the touch of a button the four pages are photographed on one frame of film. The processor-camera automatically develops and dries the film which is pre-mounted in an aperture card. The entire process takes approximately 45 seconds.

Once the aperture card is produced, copy cards can be made at the rate of about one thousand per hour on a card-to-card copier. The duplicates are then ready to be mailed to guidance counselors who will make them available for student use.

In order to use the aperature cards students must have access to microfilm readers or reader-printers. An interested student can be directed by the counselor to the aperture card for a given career and using a microfilm reader can scan and read on the viewing screen information contained on the card. If a student wishes, he may also make an 8½" x 11" print of any or all pages of information on a reader-printer that enlarges and prints microfilm images onto paper. The printed copy becomes the student's copy to be studied further, discussed with parents, or used as desired.

The advantages of this approach to career guidance are that it provides:

1. Counselors with the opportunity to perform their professional work of counseling by relieving them from the laborious task of sorting through mountains of occupational information.
2. Inexpensive production and duplication of occupational materials.
3. Information that is specific to the local labor market and that can easily be kept up-to-date.
4. Material that is developed around the interests and abilities of students.
5. An opportunity for students to explore an assortment of occupations on their own.

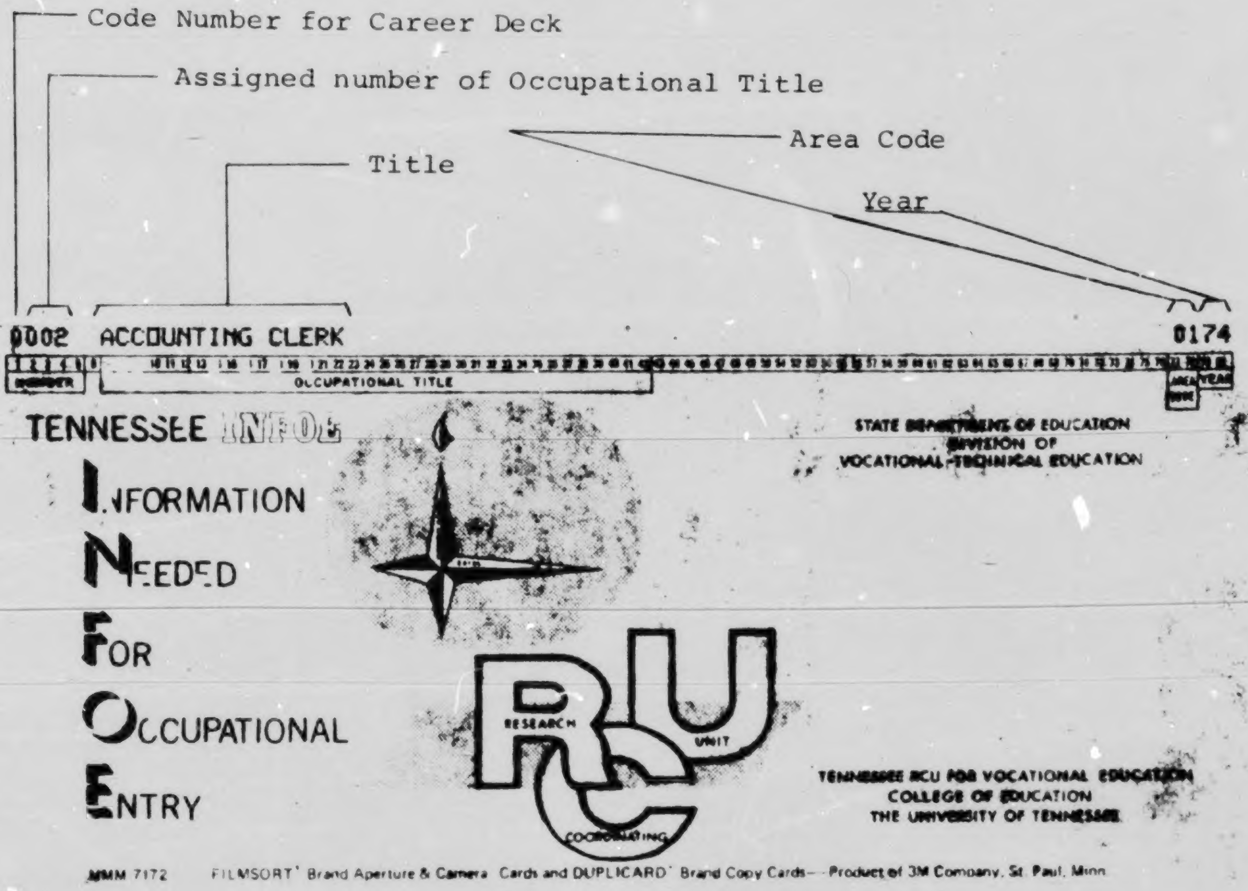
Information Contained on the Aperture Cards

The four-page INFOEscript reproduced on the microfilm insert on the aperture card contains the following information:

1. Brief description of the occupation.
2. Illustration depicting workers engaged in each occupation.
3. Requirements of workers in the occupation.
4. Preparation and education needed to enter the occupation.
5. Interesting insights into the work involved in the occupation.
6. Salary scales and opportunities for workers entering the occupation.
7. Educational programs offering training for the occupation.

To provide the essential information in the most effective and economical manner, the personnel at the RCU developed an INFOEscript format which provided for the presentation of general information on three pages and for specific information pertinent to the locale to be presented on the fourth page. Thus, three pages contain information about an occupation which is applicable to the entire state which the fourth page contains information (salary ranges, educational opportunities and job opportunities) which is easily changed to conform to local needs.

The information punched in and typed on the aperture card consists of two four-digit numbers and the job title. The interpretation of the information is shown below:


Code Number for Career Deck
Assigned number of Occupational Title
Area Code
Title
Year
NUMBER
OCCUPATIONAL TITLE
AREA CODE
YEAR
RESEARCH
COORDINATING
UNIT

0002 ACCOUNTING CLERK 0174

TENNESSEE INFOE
INFORMATION
NEEDED
FOR
OCCUPATIONAL
ENTRY

STATE DEPARTMENT OF EDUCATION
DIVISION OF
VOCATIONAL-TECHNICAL EDUCATION

TENNESSEE RCU FOR VOCATIONAL EDUCATION
COLLEGE OF EDUCATION
THE UNIVERSITY OF TENNESSEE

MMM 7172 FILMSORT' Brand Aperture & Camera Cards and DUPLICARD' Brand Copy Cards—Product of 3M Company, St. Paul, Minn.

Numbers are assigned to careers based on the alphabetical listing of the job title. In the example, ACCOUNTING CLERK was assigned the number 002; the space following the 2 allows for the addition of up to nine other titles between number 2 and number 3 occupations. Thus the basic career deck of job titles can be expanded while maintaining an alphabetical listing of all added job titles. The two-digit area codes and interpretation are as follows:

01 Memphis-Delta Economic Development District:

Fayette, Lauderdale, Shelby and Tipton Counties

02 Northwest Tennessee Economic Development District:

Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion and Weakley Counties

03 Southwest Tennessee Economic Development District:

Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, Madison and McNairy Counties

04 Midcumberland Economic Development District:

Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery, Robertson, Rutherford, Stewart, Sumner, Williamson and Wilson Counties

05 South Central Tennessee Economic Development District:

Bedford, Coffee, Franklin, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry and Wayne Counties

06 Upper Cumberland Economic Development District:

Cannon, Clay, Cumberland, Dekalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Trousdale, Van Buren, Warren and White Counties

07 Southeast Tennessee Economic Development District:

Bledsoe, Bradley, Grundy, Hamilton, Marion, McMinn, Meigs, Polk, Rhea and Sequatchie Counties

08 East Tennessee Economic Development District:

Anderson, Blount, Campbell, Claiborne, Cocke, Grainger, Hamblen, Jefferson, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier and Union Counties

09 First Tennessee-Virginia Economic Development District:

Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Washington and Unicoi Counties

10 Applicable to all areas of Tennessee

To supplement the Career Deck, a Program Offering Deck which provides information on vocational and technology programs offered in Tennessee is provided in the Secondary INFOE materials.

A four digit numbering system is used to file the program offering cards. For example, a card with the following number in the left hand top corner would mean:

1-010 The first number (1) identifies the card as belonging to the mini-deck of cards describing vocational programs offered in high schools and area vocational schools. The next two digits (01) identifies this card as the 1st card in the deck. The fourth digit (0) is for expansion purposes, so new programs can be added and the cards can be kept in alphabetical order.

All cards preceded with (2) indicates a card containing information on a technology program offered in a community college or state technical institute. (A few technology programs are offered in area schools).

The specific information contained on each Program Offering INFOEscript is as follows:

Page 1 - Description of program and its objectives.

Page 2 - Educational background needed to enter the program and some of the instructor's expectations.

Page 3 - Description of the course of study.

Page 4 - List of public educational institutions offering program and a list of jobs for which the program will prepare a person.

In addition to the Career Deck and the Program Offering Deck, a third deck entitled Institution Deck is provided to inform students of postsecondary institutions located in Tennessee and in surrounding states. The Institution Deck is divided into four mini-decks which are as follows:

Code No.

3 - State Area Vocational-Technical Schools

4 - State Community Colleges, Technical Institutes and Junior Colleges

5 - Four-Year Colleges and Universities

6 - Selected Out-of-State Institutions

The specific information contained on the INFOEscript for each institution is as follows:

Page 1 - Description of institution, its location and its admission requirements.

Page 2 - Information on policies, admission procedures and the availability of financial assistance.

Page 3 - Student activities, student housing and expenses.

Page 4 - Major programs offered and degrees granted.

USE OF THE INFOE DECK

To aid the counselor and the student in using the INFOE deck, an alphabetical listing of the careers available on INFOE cards and a brief description of each is given in this booklet. In addition, an alphabetical listing of titles is provided to aid the counselor in inventoring the INFOE deck. This guide also contains career clusters to help a student research related job titles.

In preparing a student to use the INFOE cards, a counselor may direct the student to the alphabetical listing of the occupations with their descriptions and/or to the career cluster list. The student using these listings can identify the occupation in which he or she is interested. Then, the counselor can provide him or her with the appropriate INFOE card and the student can view it on a reader-printer or a reader. If the student wishes he can make a print of the page or pages for which he desires a copy if a reader-printer is available.

After a student has identified a job title of interest, he or she may wish to find out where further education can be obtained. The Program Offering Deck will provide the student with information on educational programs for jobs requiring vocational or technical training. In addition,the Institution Deck will provide information on postsecondary institutions located in Tennessee and in surrounding states.

The INFOE cards should be kept in a container. Check files provide excellent containers for the INFOE deck and can be obtained in most department stores for $2 - $3 each. Alphabetical tabs may be placed on the cards to aid students in replacing the cards after use.

IMPLEMENTING INFOE

Programs of career information similar to INFOE have proved to be effective systems for disseminating information about careers in several states throughout the nation. However, the counselor plays an important part in making the availability of the materials known to students and teachers.

the counselor takes the initiative to introduce the teachers and students to INFOE, the INFOE materials will just be another set of materials that gathers dust!

INFOE is not, nor does it pretend to be, a substitute for a Guidance Program. It is simply a career information program that has proved to be effective. It has been effective because it motivates both students and counselors. In other words, INFOE is a source of information that should supplement activities necessary for an effective Guidance Program.

The first step in implementing INFOE is to introduce teachers to the entire concept. The second step is to gain their cooperation. They should be encouraged, individually or in groups, to contribute ideas for using INFOE in the classroom. Librarians should also be involved in the use of the INFOE materials.

Obviously, INFOE must be explained to students. School newspapers should feature students and counselors using INFOE materials. The INFOE posters should be displayed where students can see them and the public address system might be used to introduce students to INFOE. INFOE materials should be demonstrated at PTA meetings, open houses, or similar functions. Community presentations to various civic groups such as Rotary, Kiwanis, Lions, etc., are also effective. The purchase of an additional reader or reader-printer for the school can be a worth-while project for service clubs or the PTA.

Every effort should be made to maximize exposure and accessibility for INFOE materials. They may be placed in a central location with other career information. Portable equipment may be provided so the materials can be moved from classroom to classroom. As another alternative, you may wish to locate the materials in the school library as part of an overall career display.

Clerical personnel need special instructions regarding the use of INFOE. It is easy to use and should be displayed, not locked in a drawer. Students should enter their names, class and career interests in a log book. Based on this information, the counselor can hold a follow-up interview. Schools using this technique find that students appreciate the follow up discussions. (Incidentally, students themselves are a great resource in helping other students use INFOE.)

Counselors can use INFOE in a variety of ways. These include:

*Teaching it as a part of career planning

*Introducing it to special groups of students who are
are various stages of career planning

*Using it to motivate those students who have yet to
begin career planning

In addition, counselors can use INFOE in helping students identify their own values, abilities and limitations along with other crucial factors which must be considered in making a career decision. Finally, INFOE can be tied in with job placement, summer employment, plant tours, career games and role playing.

INFOE PILOT STUDY

The pilot study of the INFOE materials was begun in February, 1972 with the dissemination of 92 INFOE decks consisting of information on 200 job titles to 89 schools located throughout the state. In 15 schools microfilm readers were not obtained in time for the program to be implemented during the 1971-1972 school year. In an additional 14 schools, readers were received too late for an evaluation to be made of the use of the INFOE materials. As a result, 60 different schools had an opportunity to test the INFOE materials.

Inservice training on the use of the INFOE materials was provided for each counselor participating in the pilot study at the time the decks were distributed to the pilot schools. In addition, each counselor was provided with a handbook describing the use of the INFOE materials, an INFOE poster and student handouts.

Evaluation of Pilot Study

Counselors from the 60 pilot schools where the INFOE materials had been used for at least two months were asked to complete a 15-item questionnaire about their reactions to the use of the materials. Completed questionnaires were received from 53 counselors. The major conclusion drawn from the counselors responses was that the counselors were pleased with the impact of INFOE on their guidance program. This conclusion was based on the following findings:

1. Ninety-eight percent of the counselors stated student reaction to INFOE was favorable or very favorable.

2. Sixty-four percent of the counselors indicated faculty interest in the guidance program had increased since the implementation of the INFOE program.

3. Eighty-seven percent of the counselors stated that the INFOE materials were better than any other career information available in their school.

4. Seventy-nine percent of the counselors believed student use of the INFOE materials to be better than it was for other career information materials.

5. Seventy-seven percent of the counselors indicated classroom teachers had made use of the INFOE materials.

To obtain an indication of student acceptance of the INFOE program, pretest and posttest questionnaires were administered to randomly selected students in the pilot schools. Analysis of the data from the student questionnaires revealed the following:

1. The implementation of the INFOE program in the pilot schools resulted in students being more aware of the availability of career information in their schools. Twenty-one percent of the students in the pretest group did not know if career information materials were available as compared to only 1 percent of the posttest group. In addition, many students who had used the INFOE materials indicated they had never used any other career information materials.

2. Students expressed satisfaction with the INFOE materials with respect to the content and to the way they could be used. Eighty-seven percent of the students who used the INFOE materials indicated the materials in their schools were of some help or were very good, while only 56 percent of the students in the pretest group believed the materials in their schools could be rated that high. Ninety-one percent of the students who used the INFOE materials indicated nothing was wrong with the content of the materials in their schools while only 62 percent of the students in the pretest group indicated nothing was wrong with their materials.

3. Students talked to their parents more about career information than they did to either counselors or teachers. A greater percentage of students from both the pretest and the posttest groups indicated they talked about career information with their parents more than they did with counselors or teachers.

Weaknesses of the INFOE materials as identified by students and counselors were:

1. The type used on the INFOEscript was difficult to read on some microfilm readers.

2. The basic deck of cards on 200 job titles was too limited. More information on professional type occupations should be included.

3. More local job opportunity information should be provided.

Efforts have already been made to alleviate some of the weaknesses identified during the pilot study. Larger type is now being used on all scripts and new cards are added on a continuous basis.

BRIEF DESCRIPTION OF THE K-14
INFOE PROGRAM

The INFOE program will consist of four levels (see model on following page) of occupational information when completely developed. Secondary INFOE (Information Needed For Occupational Entry) is designed for students in grades 10-14 (can be used in grades 7 through 9). Secondary INFOE consists of the following materials:

1. Career Deck - Aperture cards containing information on specific job titles.
2. Program Offering Deck - Aperture cards providing information on vocational and technology programs offered in Tennessee.
3. Post-Secondary Institution Deck - Aperture cards describing post-secondary institutions available in Tennessee.

Current plans for Secondary INFOE include an annual updating of the Career Deck for a small fee and updating of the Program Offering and Post-Secondary Institution Deck every three years. New cards will be added to expand each deck at the time of updating. A minimum of 25 new cards will be added to the Career Deck each year.

Elementary INFOE (Information Needed For Occupational Exploration) consists of occupational information designed for students in grades 4-6. The materials developed for this program have been field tested in five states. The Elementary INFOE materials are designed to orient students to fifteen major clusters of job titles and to general information on specific job titles. In addition, a teacher's guide for the use of the materials has been pilot tested. These materials are available on a cost-of-materials basis.

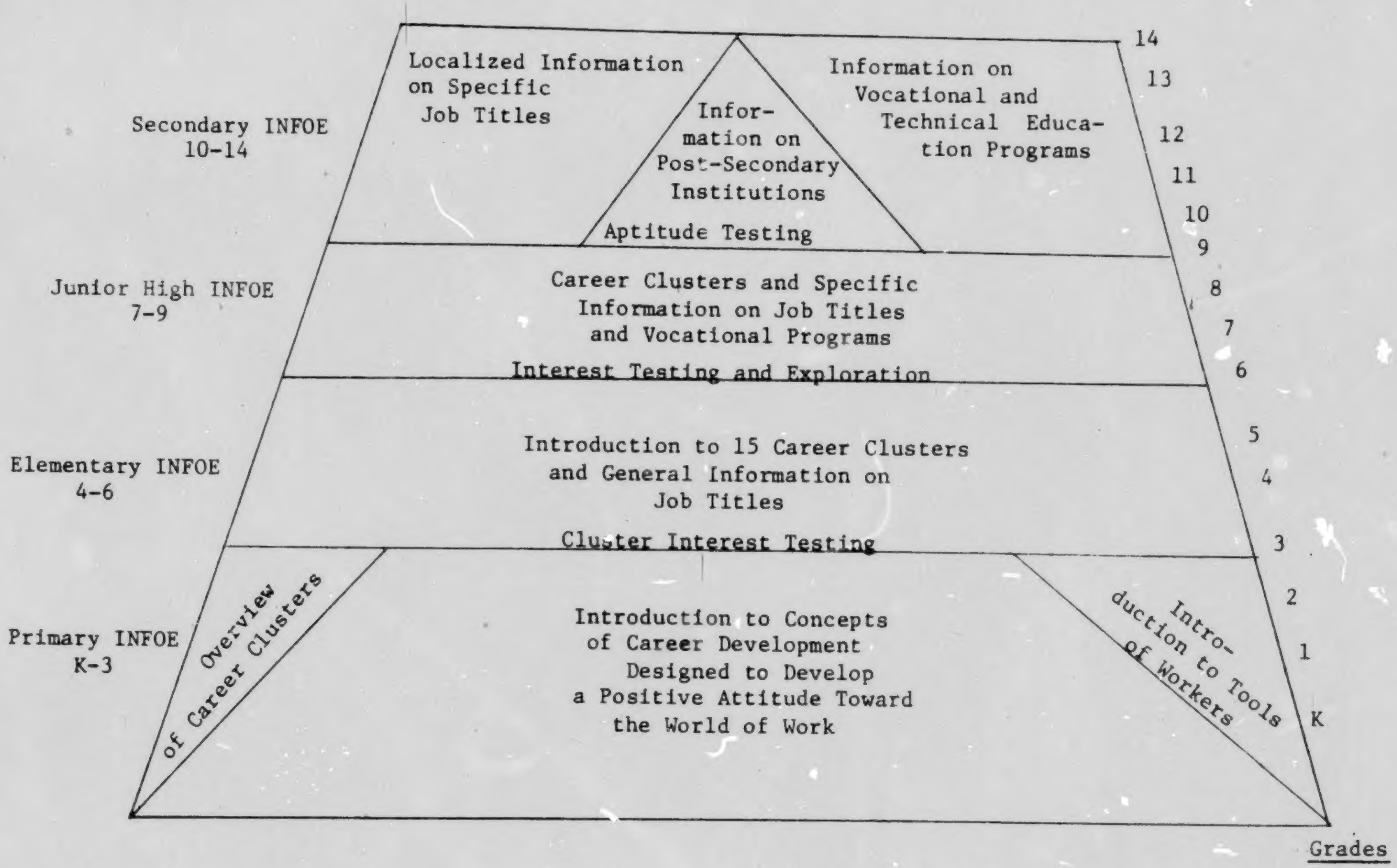
Primary INFOE (Information Needed For Occupational Enlightment) consists of materials designed for students in grades K-3. The Primary INFOE materials consisting of sets of color filmstrips and 33 1/3 LP records were developed to orient students to some of the basic concepts of career development. These materials were pilot tested in the spring of 1974. The revised editions of these materials with teacher guides should be available for purchase by schools in early 1975.

Junior High INFOE (Information Needed For Occupational Exploration-Indepth) is currently in the planning stage. It will be designed to provide 7th, 8th and 9th grade students with indepth exploration of career clusters, job titles and the major programs offered at the secondary school level. Plans now are to pilot test the materials during Spring, 1975 and to implement the program state wide by September, 1975.

A diagram of the overall INFOE program is shown on the following page.

MODEL FOR K-14 INFOE

(INFORMATION NEEDED FOR OCCUPATIONAL EDUCATION)


Secondary INFOE
10-14
Localized Information on Specific Job Titles
Infor-mation on Post-Secondary Institutions
Information on Vocational and Technical Educa-tion Programs
Aptitude Testing
Junior High INFOE
7-9
Career Clusters and Specific Information on Job Titles and Vocational Programs
Interest Testing and Exploration
Elementary INFOE
4-6
Introduction to 15 Career Clusters and General Information on Job Titles
Cluster Interest Testing
Primary INFOE
K-3
Overview of Career Clusters
Introduction to Concepts of Career Development Designed to Develop a Positive Attitude Toward the World of Work
Intro-duction to Tools of Workers
14
13
12
11
10
9
8
7
6
5
4
3
2
1
K
Grades

SUPPLEMENTARY MATERIALS FOR THE COUNSELOR

This section contains an alphabetical and numerical listing of the job titles in the career deck. This listing should be helpful to you in inventoring the cards in the career deck.

In addition, this section contains a matrix of programs offered in the state area vocational schools, state community colleges and state technical institutes. This information should be helpful to you in assisting a student to locate post-secondary vocational and technical educational programs offered in the state.

Secondary INFOE Inventory List - Career Deck

0001	Accountant
0002	Accounting Clerk
0003	Actuary
0004	Administrative Assistant
0005	Admitting Clerk
0006	Adult Education Teacher
0007	Advertising Salesman
0008	Agricultural Chemical Salesman
0009	Agricultural Commodities Grader
0010	Agricultural Equipment Salesman
0011	Air Analyst
0012	Air Conditioning-Refrigeration Mechanic
0013	Aircraft Fuel Serviceman
0014	Air Force Careers
0015	Airframe and Power Plant Mechanic
0016	Air Hammer Operator
0017	Airline Flight Attendant
0018	Airline Pilot and Copilot
0019	Airline Ticket Agent
0020	Airplane Dispatch Clerk
0021	Airport Serviceman
0022	Air Traffic Controller
0023	Alteration Tailor
0024	Ambulance Driver-Attendant
0025	Animal Keeper-Lab Technician
0026	Apartment Manager
0027	Appliance Serviceman
0028	Apprentice Airplane Mechanic
0029	Apprentice Asbestos Worker
0030	Apprentice Blacksmith
0031	Apprentice Bricklayer
0032	Apprentice Carpenter
0033	Apprentice Cement Mason
0034	Apprentice Construction Electrician
0035	Apprentice Construction Lineman
0036	Apprentice Display Illustrator
0037	Apprentice Embalmer
0038	Apprentice Equipment Mechanic
0039	Apprentice Exhibit Fabricator
0040	Apprentice Gas and Diesel Mechanic
0041	Apprentice Glazier
0042	Apprentice Grade and Paving Equipment Operator
0043	Apprentice Heavy Equipment Operator

0044	Apprentice Instrument Mechanic
0045	Apprentice Iron Worker
0046	Apprentice Lather
0047	Apprentice Machinist
0048	Apprentice Maintenance Electrician
0049	Apprentice Maintenance Lineman
0050	Apprentice Millwright
0051	Apprentice Office Appliance Repairman
0052	Apprentice Operating Engineer
0053	Apprentice Painter
0054	Apprentice Plasterer
0055	Apprentice Plumber
0056	Apprentice Sheet Metal Worker
0057	Apprentice Steamfitter
0058	Apprentice Tool and Die Maker
0059	Architect
0060	Architect's Assistant
0061	Army Careers
0062	Asbestos and Insulating Worker
0063	Assistant Funeral Director
0064	Asphalt Paving Machine Operator
0065	Asphalt Plant Operator
0066	Athletic Coach
0067	Audiologist
0068	Audit Clerk
0069	Auto Air Conditioning Mechanic
0070	Auto Body Repairman
0071	Auto Brake and Front-End Man
0072	Auto Mechanic
0073	Auto Muffler and Exhaust Installer
0074	Auto New Car Get Ready Man
0075	Auto Painter
0076	Auto Parts Counterman
0077	Auto Salesman
0078	Auto Transmission Specialist
0079	Auto Tune-up Man
0080	Auto Upholsterer
0081	Aviation Maintenance Inspector
0082	Aviation Operations Inspector
0083	Baker
0084	Baker's Helper
0085	Bank Clerk
0086	Banker
0087	Bank Teller
0088	Barber
0089	Bartender
0090	Bell Captain
0091	Bellman

0092	Bill Collector
0093	Billing Clerk
0094	Billing Machine Operator
0095	Bindery Worker
0096	Biologist
0097	Boat-Motor Mechanic
0098	Boilermaker
0099	Bookbinder
0100	Bookkeeper
0101	Bookkeeping Machine Operator
0102	Box Boy
0103	Bricklayer
0104	Budget Consultant
0105	Building Inspector
0106	Building Maintenance Man
0107	Building Supply Salesman
0108	Bulldozer Operator
0109	Bus Boy
0110	Buyer
0111	Cabinetmaker
0112	Cable Splicer
0113	Calculating Machine Operator
0114	Camp Counselor
0115	Carpenter
0116	Car Rental Representative
0117	Cashier
0118	Catalog Order Clerk
0119	Caterer
0120	Cement Mason
0121	Chemical Analyst
0122	Chemical Engineer
0123	Chemical Laboratory Technician
0124	Chief Operator of Waste Water Treatment Plant
0125	Child Care Aide
0126	Child Day Care Center Teacher
0127	Chiropractor
0128	Circular Sawyer, Stone
0129	Civil Engineer
0130	Claims Adjuster
0131	Classified Ad Clerk
0132	Cleaning and Laundry Counter Girl
0133	Clergyman
0134	Clerk Typist
0135	Cloth Finisher
0136	Cloth Grader
0137	Coast Guard Careers
0138	Coin-vending Machine Mechanic
0139	Collection Clerk
0140	Commercial Artist
0141	Commercial Nurseryman
0142	Commercial Nursery Worker
0143	Compositor
0144	Computer Operator
0145	Computer Programmer
0146	Construction Electrician

0147	Consumer Consultant
0148	Cook and Chef
0149	Copy Reader, Editing Clerk
0150	Copywriter
0151	Correction Officer
0152	Cosmetologist
0153	Court Reporter
0154	County-Agricultural Agent
0155	County Extension Home Economist
0156	Crafts Director
0157	Credit Analyst
0158	Credit Clerk
0159	Credit Manager
0160	Custodian
0161	Cytotechnologist
0162	Dairy Farm Hand
0163	Dairy Farmer
0164	Dairy Herd Tester
0165	Dance Instructor
0166	Dancer
0167	Darkroom Technician
0168	Data Processing Equipment Technician
0169	Dental Assistant
0170	Dental Hygienist
0171	Dental Lab Technician
0172	Dentist
0173	Department Store Salesperson
0174	Deputy Sheriff
0175	Detective
0176	Diesel Mechanic
0177	Dietician
0178	Dietician Technician
0179	Disc Jockey
0180	Dishwasher
0181	Displayman
0182	Distributive Education Teacher
0183	Domestic Maid
0184	Draftsman
0185	Dragline Operator
0186	Drapery Seamstress
0187	Dry Wall Applicator
0188	Driver/Salesman
0189	Driving Instructor, Automobile
0190	Dry Cleaning Machine Operator
0191	Dump Truck Driver
0192	Dye Tub Operator
0193	Ecologist
0194	Electrical Engineer
0195	Electrical Inspector
0196	Electrical Repairman
0197	Electrocardiograph Technician
0198	Electronics Assembler
0199	Electronics Technician

0200	Electroplater
0201	Elementary School Teacher
0202	Embalmer
0203	Engineering Aide
0204	Farm Equipment Mechanic
0205	Farmer
0206	Farm Foreman
0207	Fashion Designer
0208	FBI Careers
0209	FBI Special Agent
0210	Federal Careers (Government Service)
0211	Feed Mill Operator
0212	Fence Erector
0213	File Clerk
0214	Fingerprint Technician
0215	Finish Carpenter
0216	Fire Inspector
0217	Fireman
0218	Flight Instructor
0219	Floor Covering Installer
0220	Floor Covering Salesman
0221	Floral Designer
0222	Food Journalist
0223	Food Products Tester
0224	Food Service Supervisor
0225	Forester
0226	Forestry Aide
0227	Fork Lift Operator
0228	Foundry Worker
0229	Funeral Director
0230	Furniture Mover
0231	Funiture Salesman
0232	Furniture Upholsterer
0233	Game and Fish Officer
0234	Garbage Truck Driver
0235	Garment Cutter
0236	General Farm Hand
0237	General Laborer
0238	General Secretary
0239	Geologist
0240	Glassblower
0241	Glazier
0242	Golf Course Superintendent
0243	Grocery Clerk
0244	Groundsman
0245	Guidance Counselor
0246	Gunsmith
0247	Hardware Salesman
0248	Heavy Equipment Operator
0249	Highway Maintenance Worker
0250	Highway Patrolman
0251	Histopathology Technologist

0252	Home Economics Teacher
0253	Home Economist
0254	Horseshoer
0255	Horse Trainer
0256	Hospital Administrator
0257	Hospital Laundry Manager
0258	Hospital Ward Clerk
0259	Hotel-Motel Front Office Clerk
0260	Ice Cream Machine Operator
0261	Industrial Arts Teacher
0262	Industrial Engineering Technician
0263	Industrial Maintenance Mechanic
0264	Information Operator
0265	Inhalation Therapy Technician
0266	Instrumentman
0267	Insurance Adjuster
0268	Insurance Agent
0269	Insurance Clerk
0270	Inter-city Bus Driver
0271	Interior Designer-Decorator
0272	Jeweler
0273	Junior Accountant
0274	Junior Federal Assistant
0275	Juvenile Officer
0276	Juvenile Probation Counselor
0277	Key Punch Operator
0278	Kindergarten Teacher
0279	Kitchen Helper
0280	Knitter
0281	Laboratory Assistant
0282	Landscape Gardener
0283	Land Use Technician
0284	Lather
0285	Laundry Worker
0286	Law Enforcement Clerk
0287	Lawyer
0288	Legal Secretary
0289	Librarian
0290	Library Assistant
0291	Licensed Practical Nurse
0292	Lineman
0293	Linotype Operator
0294	Lithographic Cameraman
0295	Lithographic Offset Pressman
0296	Livestock Caretaker
0297	Loans Officer
0298	Local Truck Driver
0299	Locksmith
0300	Long-haul Truck Driver
0301	Lumber Grader

0302	Machinist
0303	Mail Carrier
0304	Manicurist
0305	Marine Corps Career
0306	Mechanical Engineer
0307	Mechanical Engineering Technician
0308	Mechanical Inspector
0309	Medical Assistant
0310	Medical Lab Assistant
0311	Medical Records Clerk
0312	Medical Records Librarian
0313	Medical Secretary
0314	Medical Technologist
0315	Messenger
0316	Meter Reader
0317	Meter Maid
0318	Meterologist
0319	Milk Processing Machine Operator
0320	Milk Processing Worker
0321	Millwright
0322	Mine Inspector
0323	Miner
0324	Mobile Food Unit Worker
0325	Model
0326	Molder and Coremaker
0327	Motel Manager
0328	Motion Picture Projectionist
0329	Motorcycle Mechanic
0330	Motor-Grader Operator
0331	Motor Transit Driver
0332	Multilith Operator
0333	Musician
0334	Music Teacher
0335	Navy Careers
0336	Newspaper Reporter
0337	Nurse Anesthetist
0338	Nurse's Aide
0339	Occupational Therapist
0340	Occupational Therapy Aide
0341	Office Clerk
0342	Office Machine Salesman
0343	Office Machine Serviceman
0344	Offset Duplicating Machine Operator
0345	Operating Room Technician
0346	Ophthalmic Lens Grinder
0347	Optical Benchman
0348	Optometrist
0349	Orderly
0350	Orthodontist
0351	Packaging Worker
0352	Painter
0353	Paint Supply Salesman

0354	Para-Legal Aide
0355	Parking Lot Attendant
0356	Parking Meter Collector
0357	Park Ranger
0358	Patternmanker
0359	PBX Operator
0360	Peace Corps Volunteer
0361	Pediatrician
0362	Personal and Comparison Shopper
0363	Personnel Manager
0364	Pest Control Worker
0365	Pharmacist
0366	Pharmacy Helper
0367	Photographer
0368	Photo Supply Salesman
0369	Physical Therapist
0370	Physical Therapy Assistant
0371	Physician
0372	Pipe Layer I
0373	Plasterer
0374	Plastics Extruder Operator
0375	Plumber
0376	Podiatrist
0377	Policeman
0378	Policewoman
0379	Post Office Clerk
0380	Potman
0381	Poultry Farmer
0382	Presser
0383	Probation and Parole Counselor
0384	Professional Athlete
0385	Proof Reader
0386	Psychiatric Technician
0387	Psychologist
0388	Public Works Inspector
0389	Quality Control Inspector
0390	Radio and TV Announcer
0391	Radio and TV Control Room Technician
0392	Radio and TV Serviceman
0393	Radio Dispatcher
0394	Radiologic Technician
0395	Real Estate Appraiser
0396	Real Estate Salesman
0397	Receptionist
0398	Recreation Worker
0399	Registered Nurse
0400	Restaurant Manager
0401	Retail Meat Cutter
0402	Road Roller Machine Operator
0403	Rod and Chainman
0404	Rolling Mill Operator
0405	Roofer
0406	Rug Cleaner
0407	Safe-Deposit Clerk

0408	School Bus Driver
0409	School Bus Mechanic
0410	Seamstress
0411	Service Station Attendant
0412	Sewing Machine Operator
0413	Sewing Machine Repairman
0414	Sheet Metal Worker
0415	Shipping-Receiving Clerk
0416	Shoe Repairman
0417	Shoe Salesman
0418	Sign Painter
0419	Slaughter House Butcher
0420	Small Appliance Repairman
0421	Small Engine Mechanic
0422	Social Worker
0423	Soil Conservationist
0424	Speech Therapist
0425	Spinner
0426	Sporting Goods Salesman
0427	Stationary Engineer
0428	Stenographer
0429	Stillman
0430	Stock Clerk
0431	Stone Mason
0432	Structural and Ornamental Ironworker
0433	Surveyer
0434	Tabulating Machine Operator
0435	Tailor
0436	Taxicab Driver
0437	Teacher Aide
0438	Technical Education Teacher
0439	Technical Illustrator
0440	Technical Writer
0441	Telephone Frameman
0442	Telephone Operator
0443	Telephone Service Representative
0444	Telephone Station Installer
0445	Telephone Supplyman
0446	Teletype Operator
0447	Television Antenna Installer
0448	Television Cameraman
0449	Tile Setter
0450	Tire Recapper
0450	Tire Serviceman
0452	Tool and Die Maker
0453	Tool Clerk
0454	Tool Grinder Operator
0455	Trade and Industrial Education Teacher
0456	Traffic Rate Clerk
0457	Travel Agent
0458	Tree Trimmer
0459	Truck Farmer
0460	Urban Planner
0461	Variety Store Sales Clerk

0462	Veni-puncture Specialist
0463	Veterinarian
0464	Veterinarian Assistant
0465	Video Operator
0466	Vinyl Siding Installer
0467	Vocational Agriculture Teacher
0468	Waiter/Waitress
0469	Ward Maid
0470	Warehouseman
0471	Watchmaker
0472	Watchman
0473	Water Treatment Plant Operator
0474	Welder
0475	Winder

AREA SCHOOLS

x - Preparatory Program
* - Supplementary Program
Usually Offered in
Evening School

	01 Memphis-Delta				02 Northwest Tennessee		
	Memphis	Covington	Ripley		Newbern	McKenzie	Paris
Programs	1	2	3		4	5	6
Accounting & Computing	X	X	X		X	X	
Agriculture		*					
Air Conditioning & Refrigeration	X	X			X	X	
Appliance Repair	X	X			X		
Auto Body	X						
Auto Mechanics	X	X	X*		X	X	
Aviation	X						
Business Data Processing	X				X		
Business Machines	X	X	X		X	X	
Child Development					X		
Commercial Graphics	X						
Dental Assistant	X						
Distributive Education						*	
Drafting	X	X			X	X	
Electricity	X	X	X		X*	X	
Electronics	X	X*	X		X		X
Food Service	X					*	
General Metal							X
Graphic Arts	X						
Health Occupations	X*	*	X		X	X*	X
Home Economics						*	
Inhalation Therapy	X				X		
Instrument Mechanics	X						
Licensed Practical Nurse		X	X		X	X	X
Machine Shop	X	X			X*	X*	
Maintenance Mechanic	X						
Masonry		X			X	X	
Medical Lab Assistant	X						
Nurse Aide			X		X		
Office Occupations	X*	X*	X*		X*	X*	
Office Machine Repair	X						
Operating Room Technician					X		
Quantity Food	X						
Radio & TV Repair	X	*	*				
Sewing Machine Mechanic					X		
Sewing Machine Operator					X		
Sheet Metal		X	X		X		
Small Engine	X		X		X		X
Tool & Die	X						
Traffic Control					*		
Welding	X*	X*			X	X*	
Woodworking (Cabinetmaking)	X						

AREA SCHOOLS

X - Preparatory Program

* - Supplementary Program

	03 Southwest Tennessee		04 Midcumberland		
	Jackson	Savannah	Dickson	Nashville	Hartsville
Programs	7	8	9	10	14
Accounting & Computing		X	X*		*
Air Conditioning & Refrigeration		X		X	
Auto Body	X			X	
Auto Mechanics	X	X	X	X	X*
Business Data Processing				X	
Business Machines		X	X	X*	X
Child Development			*	X*	*
Cosmetology			X	X	
Drafting	X*	X	X*	X*	X
Electricity			X*	X*	
Electronics	X	X	X	X	X*
Electronics Engineering Technology	X	X		X	
Food & Nuturition				X	*
Health Occupations	X	X*		X	
Licensed Practical Nurse	X	X	X	X	X
Machine Shop	X	X*	X*	X	X
Medical Lab Assistant				X	
Nurse Aide	X			X	
Office Occupations	X*	X*	X*	X*	X
Office Machine Repair				X	
Operating Room Technician	X				
Quantity Foods					
Radio and TV Repair	X	X*	*	X	
Sheet Metal			X		
Small Engine			X		
Tool & Die	*			X	
Watchmaking				X	
Welding	X*	X	X*	X*	X*

AREA SCHOOLS

X - Preparatory Program
* - Supplementary Program

	05 South Central Tennessee			06 Upper Cumberland			
	Hohenwald	Shelbyville	Pulaski	Hartsville	Livingston	McMinnville	Crossville
Programs	11	12	13	14	15	16	17
Accounting & Computing				*		X	
Air Conditioning & Refrigeration	X	X*				X	X
Auto Mechanics	X	X*	X	X*	X	X	X*
Building Trades					X		X
Business Data Processing						X	
Business Machines	X	X	X		X	X	X
Child Development				*			*
Cosmetology					X		
Drafting	X	X*	X	X	X*	X*	X*
Electricity		X*	X*		X	X	X
Electronics	X*	X	X	X*	X		X
Health Occupations		X	X		X	X	X
Home Economics						*	
Licensed Practical Nurse	X	X	X	X	X	X	X
Machine Shop	X*	X*	X	X	X	X*	X*
Masonry		X	X*		X	X	X
Nurse Aide			X				
Office Occupations	X	X*	X	X	X*	X*	X*
Radio & TV Repair			X				
Sheet Metal						X	
Small Engine							*
Welding	X*	X*	X*	X*	X*	X*	X*
Woodworking						X	
X-ray Technology							X

AREA SCHOOLS

X - Preparatory Programs
* - Supplementary Programs

	07 Southeast Tennessee			08 East Tennessee				
	McMinnville	Chattanooga	Athens	Oneida	Jacksboro	Harriman	Knoxville	Morristown
Programs	16	18	19	20	21	22	23	24
Accounting & Computing	X				X		X	
Agriculture			*					
Air Conditioning & Refrigeration	X	X	X		X		X*	
Appliance Repair					X*		X	
Auto Body		X	X				X	X
Auto Mechanics	X	X	X		X	X	X*	X
Aviation							*	
Building Trades							*	
Business Data Processing	X	X*					X*	
Business Machines	X	X	X*	X	X	X	X	X
Child Development							*	
Cosmetology		X					X	
Distributive Education			*					
Drafting	X	X*	X*		X*	X*	X*	X*
Electricity	X	X	*		X	X	X*	X
Electronics		X	X	X*	X	X		X
Food Service (Quantity Food)		X					X*	
Graphic Arts						X		
Health Occupations	X		X*	X				X*
Home Economics	*		*					
Licensed Practical Nurse	X		X	X	X	X		X
Machine Shop	X	X	X*	X	X*	X	X	X
Machine Tool Design		X	X					
Maintenance Mechanic			X					
Masonry	X		X					
Nurse Aide			X		X	X		X
Office Occupations	X*	X*	X*	X*	X*	X	X*	X*
Office Machine Repair		X						
Radio & TV Repair		X			*		X	X*
Sewing Machine Operator					X			
Sheet Metal	X							
Shoe Repair							X	
Small Engine							X	
Tool & Die		X						
Welding	X	X*	X*	X*	X*	X	X*	X*
Woodworking	X							X

AREA SCHOOLS

X - Preparatory Programs
* - Supplementary Programs

	09 First Tennessee		
	Morristown	Tri-Cities*	Elizabethton
Programs	24	25	26
Accounting & Computing		*	X
Auto Body Repair	X		
Auto Mechanics	X	X	X*
Building Trades			*
Business Data Processing		X*	
Business Machines	X	X	X
Distributive Education		*	
Drafting	X*	X*	X*
Electricity	X	X*	X*
Electronics	X	X*	X*
Health Occupations	X*		X
Inhalation Therapy			X
Licensed Practical Nurse	X		X
Machine Shop	X	X*	
Medical Assistant			X
Medical Lab Assistant			X
Medical Secretarial			X
Nurse Aide	X		X
Office Occupations	X*	X*	X*
Radio & TV Repair	X		*
Sewing Machine Operator		X	
Sheet Metal			X
Small Engines			X
Tool & Die		X	
Welding	X*	X*	X*
Woodworking	X		X
X-Ray Technology			X

*See community college and technical institute programs for Associate Degree programs.

TENNESSEE COMMUNITY COLLEGE AND TECHNICAL INSTITUTE PROGRAMS

KEY 2=2 Year Program (Associate Degree) 1=1 Year Program s= Special Less Than 1 Year	Cleveland State Community College	Columbia State Community College	Dyersburg State Community College	Jackson State Community College	Motlow State Community College	Roane Community College	Shelby Community College	Volunteer State Community College	Walters State Community College	Chattanooga State Community College	Knoxville Vocational Technical School	Nashville State Technical School	State Technical Institute at Memphis	Tri-Cities Vocational Technical School
A. BUSINESS														
1. Accounting	2	2			2,1 s	2	2	2		2,1		2	2,1 s	
2. Advertising	s													
3. Agriculture		2	2	2					2					
4. Banking/Credit			s				2						2	
5. Business (Administration)	2	2	2			2	2	2	2					
6. Business (Education)	2					2	2	2						
7. Business (General)	2	2	2	2	2	2	2	2						
8. Clerical	2,1	1	2	2,1	2,1 s	2,1	1		1					s
9. Commerce/Transportation							2,1							
10. Communication (Media)	2													
11. Computer Science				2	2,s			1		2			2,1 s	2
12. Data Processing	2,1	2,1	2			2				2,1	1	2,1		1
13. Journalism	2													

TENNESSEE COMMUNITY COLLEGE AND TECHNICAL INSTITUTE PROGRAMS (cont.)

KEY 2=2 Year Program (Associate Degree) 1=1 Year Program s = Special Less Than 1 Year	Cleveland State Community College	Columbia State Community College	Dyersburg State Community College	Jackson State Community College	Motlow State Community College	Roane Community College	Shelby Community College	Volunteer State Community College	Walters State Community College	Chattanooga State Community College	Knoxville Vocational Technical School	Nashville State Technical School	State Technical Institute at Memphis	Tri-Cities Vocational Technical School
14. Legal Assistant	2		2											
15. Legal Secretary	2,1		2				2	s		2				
16. Management (Business)							2	2,1						
17. Management (Food Service)	2					2	2		1					
18. Management (Hospital)	2						2							
19. Management (Industrial)	2				2,1, s	2	2		2	2			2	
20. Management (Motel)						2							2	
21. Management (Police)							2							
22. Marketing (Merchandising)	s	2	2	2,1	2,1 s		2,1	2,1						
23. Medical Secretary	2						2	s		2				
24. Real Estate	s	1												
25. Retailing (Sales)	s	2			1,s		1							
26. Secretarial Science	2,1	2	2	2,1	2,1 s	2	2,1	2,1	2	2,1	2			2

TENNESSEE COMMUNITY COLLEGE AND TECHNICAL INSTITUTE PROGRAMS (cont.)

KEY
2=2 Year Program (Associate Degree)
1=1 Year Program
s = Special Less Than 1 Year

	Cleveland State Community College	Columbia State Community College	Dyersburg State Community College	Jackson State Community College	Motlow State Community College	Roane Community College	Shelby Community College	Volunteer State Community College	Walters State Community College	Chattanooga State Community College	Knoxville Vocational Technical School	Nashville State Technical School	State Technical Institute at Memphis	Tri-Cities Vocational Technical School
B. ENGINEERING TECHNICIANS														
1. Architecture Engineering												2	2	
2. Chemical Engineering												2	2	2
3. Civil Engineering		2								2	2	2	2	
4. Communications Engineering										2				
5. Computer Engineering					2,s								2	
6. Electrical Engineering										2		2,1	2	
7. Electromechanical Engineering													2	
8. Electronic Engineering		2,1									2	2	2	2
9. Environmental Engineering													2	
10. Industrial Engineering	2			2								2	2	2
11. Instrumentation Engineering										s			2	2
12. Mechanical Engineering										2	2	2,1	2	2
13. Safety Engineering														
14. Surveying Engineering	s							2		s				

TENNESSEE COMMUNITY COLLEGE AND TECHNICAL INSTITUTE PROGRAMS (cont.)

KEY 2=2 Year Program (Associate Degree) 1=1 Year Progarm s = Special Less Than 1 Year	Cleveland State Community College	Columbia State Community College	Dyersburg State Community College	Jackson State Community College	Motlow State Community College	Roane Community College	Shelby Community College	Volunteer State Community College	Walters State Community College	Chattanooga State Community College	Knoxville Vocational Technical School	Nashville State Technical School	State Technical Institute at Memphis	Tri-Cities Vocational Technical School
C. HEALTH CARE														
1. Behavioral Training Technician							2							
2. Biomedical Technician							2			2			2	
3. Dental Hygienst							s							
4. Dental Laboratory Technician	2													
5. Emergency Medical Service							2,1							
6. Food Service	2,1						2,1	2,1						
7. Medical Records Technician						2		2						
8. Medical Laboratory Technician	2	2		2			2							
9. Nursing (AD)	2	2			2,s			2						
10. Orthopedic Technician										2				
11. Physical Therapy Technician							2							
12. Prosthetics Technician							2							
13. Radiological Technician		2		2			2			2				
14. Respiratory Therapist	2			2				1						

TENNESSEE COMMUNITY COLLEGE AND TECHNICAL INSTITUTE PROGRAMS (cont.)

KEY 2=2 Year Program (Associate Degree) 1=1 Year Program s = Special Less Than 1 Year	Cleveland State Community College	Columbia State Community College	Dyersburg State Community College	Jackson State Community College	Motlow State Community College	Roane Community College	Shelby Community College	Volunteer State Community College	Walters State Community College	Chattanooga State Community College	Knoxville Vocational Technical School	Nashville State Technical School	State Technical Institute at Memphis	Tri-Cities Vocational Technical School
D. HUMAN SERVICES														
1. Child Care							2,1	1	2					
2. Corrections Rehabilitation							2							
3. Courts Personnel							2	s						
4. Environmental								2	2					
5. Fire Service						2	2							
6. Law Enforcement (Criminal Justice)	2,1		2				2		2	2				
7. Mental Health		2						2,1						
8. Teachers Assistant	1							1	1					
9. Social Service								2,1						
10. Vocational-Technical Education						2							2	
E. INDUSTRIAL TECHNICIANS														
1. Aero Space (Aviation	s				2			s						
2. Agriculture (Farm/Ranch)		2	2	2										
3. Architecture Building Construction	2	2,1							2	s			2	

TENNESSEE COMMUNITY COLLEGE AND TECHNICAL INSTITUTE PROGRAMS (cont.)

KEY 2=2 Year Program (Associate Degree) 1=1 Year Program s = Special Less Than 1 Year	Cleveland State Community College	Columbia State Community College	Dyersburg State Community College	Jackson State Community College	Motlow State Community College	Roane Community College	Shelby Community College	Volunteer State Community College	Walters State Community College	Chattanooga State Community College	Knoxville Vocational Technical School	Nashville State Technical School	State Technical Institute at Memphis	Tri-Cities Vocational Technical School
4. Automotive Technician	s													2
5. Chemical Technician							s			2		2		2
6. Drafting Technician	s						s			s		1		
7. Electrical Technician	s											1	2,1 s	2
8. Electronic Technician	s		2,1			2,1							2,1	
9. Graphic Arts Technician	2,1						2					1		
10. Maintenance Technician	s													
11. Mechanical Technician													2,1 s	
12. Metals Technician							s							2
13. Nuclear Technician										2				
14. Photography Technician	s						s					s		
15. Police Science Technician														
16. Safety Technician	s						2			2				

INFORMATION FOR STUDENTS ABOUT SECONDARY INFOE

INFOE stands for Information Needed For Occupational Entry. INFOE is a career information system that can help you learn about job and educational opportunities which await you in Tennessee. The key to INFOE is the INFOEscript, a career brief developed for your use in the form of a microfilm aperture card. Each career brief, containing information on one job title, consists of four 8½" X 11" pages which are stored photographically on a microfilm aperture card.

To use the microfilm aperture cards you will need a microfilm reader. Using a microfilm reader and a selected aperture card you can scan and read on the viewing screen information contained on the card. If you wish you may take notes on the information contained on the card or if a microfilm reader-printer is available you may make a copy of any pages that you wish to take home with you.

A sample job title INFOEscript is shown on the following four pages. Directions for using the INFOE Career Deck are given on page 45. Information on the Program Offering Deck is presented on page 104. Information on the Postsecondary Institution Deck is presented on page 118.

TENNESSEE RESEARCH COORDINATING UNIT
FOR VOCATIONAL EDUCATION
COLLEGE OF EDUCATION
THE UNIVERSITY OF TENNESSEE

[In Cooperation With]

STATE DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL
TECHNICAL EDUCATION

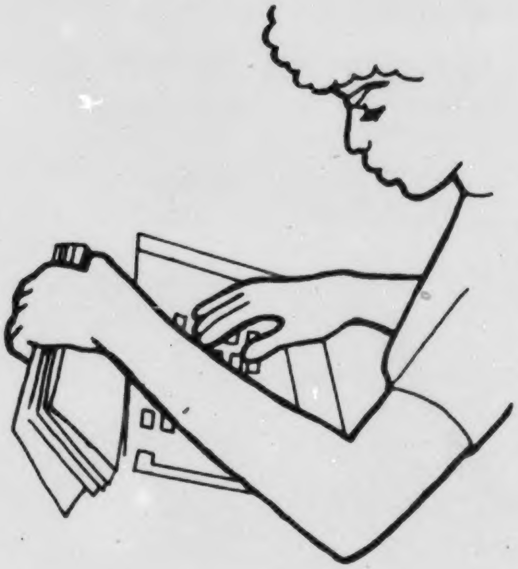
INFOE

INFORMATION NEEDED FOR OCCUPATIONAL ENTRY

D.O.T. 219.588
SEPTEMBER 1974

BANK CLERK

The Bank Clerk handles all the bank paperwork. This paper work concerns checking and savings accounts, loans and other bank business.



REQUIREMENTS AND QUALIFICATIONS

TO QUALIFY FOR THIS JOB IT WILL BE HELPFUL FOR YOU TO HAVE THE FOLLOWING:

PERSONAL TRAITS

You Should:

*Have good judgement
*Not gossip about private business
*Be courteous
*Be accurate and neat

APTITUDES

For an Explanation of Aptitudes, you are Urged to:

- See your Counselor
or
- Visit an Office of The Tennessee State Employment Service

PHYSICAL TRAITS

You Should:

*Have good eye-sight an hearing
*Have good physical health
*Have full use of hands
*Be able to work with your hands

YOU MUST BE ABLE TO:

- *Work for long periods while sitting
- *Use your eyes constantly
- *Work under "Pressure" during rush periods

YOU SHOULD KNOW THAT:

- *You may have to work in the evening at least once a week when the banks remain open.
- *Overtime work may be necessary during busy periods, often at the end of the month.

EDUCATIONAL PREPARATION AND TRAINING

EDUCATIONAL REQUIREMENTS

- *Graduation from high school or business school generally is required for most beginning Bank Clerk jobs.
- *For the majority of jobs, courses in bookkeeping, typing, and business math are desirable. Courses in office machine operation are also helpful.

COURSE OF STUDY:

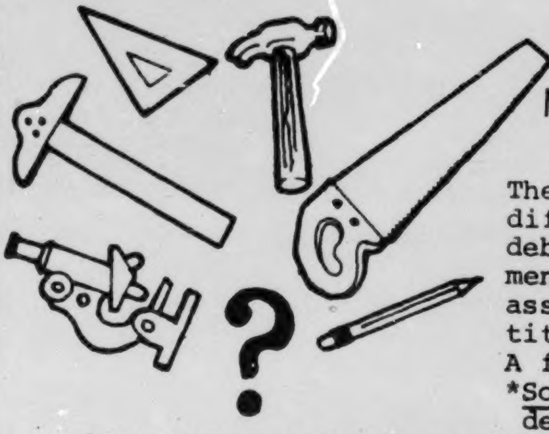
- *Typing
- *Office machines
- *Business math
- *Clerical Procedures
- *English
- *Economics

FACTS ABOUT TRAINING

- *Advancement opportunity is limited unless employees take additional courses, such as accounting, principles of bank operations and courses in specialized fields.

SPECIAL ENTRY REQUIREMENTS:

- *Applicants may be given intelligence tests and clerical aptitude tests.
- *Applicants will be subject to a thorough investigation of character and habits.



MORE ABOUT THE JOB

The Bank Clerk in a smaller bank may do several different kinds of work. He may sort checks, total debit and credit slips and prepare monthly statements. In a large bank, each Clerk is usually assigned one kind of work and often has a special title.

A few special titles are:

*Sorters who separate bank documents - checks, deposit slips and other items.
*Proof Machine Operators who use equipment that in one operation sorts, adds and records the amount of money involved.
*Account Clerks who keep special types of financial records.
*Reconcilement Clerks who work with statements from other banks in auditing.
*Trust Investment Clerks who post the daily investment transactions.

HOURS OF WORK:

*40 hours is a normal work week.
*Overtime may be necessary for some clerks at the end-of-month.
*Clerks may be employed on evening or night shifts.

FRINGE BENEFITS:

Available depending on place and length of employment:

*Group insurance
*Free checking accounts
*Paid vacations and holidays

OPPORTUNITIES FOR ADVANCEMENT:

*Bank Clerks may eventually be promoted to a minor supervisory position, or to a job as Teller.
*When a Bank Clerk has enough experience, she may move to: Credit Analyst or Senior Supervisor

SOURCES OF ADDITIONAL INFORMATION

*American Bankers Association,
Personnel Administration and Managemen
Development Committee, 90 Park Avenue,
New York, New York 10016

LIBERTY
1969
ONE CENT
ONE DOLLAR

SALARY INFORMATION

WEEKLY SALARY RANGES

HOURS PER WEEK	BEGINNING WORKER		EXPERIENCED WORKER
		East Tennessee:	
40	\$75 - \$100		\$100 - \$150
		National	
40	\$75 - \$120		\$95 - \$180

JOB OPPORTUNITIES

*Employment in banks is expected to rise very rapidly.

*Although opportunities will exist throughout the urban areas, most jobs of these kind will occur in heavily populated areas.

*Most of these openings will be in clerical occupations.

EDUCATIONAL OPPORTUNITIES

*High school courses in Office Occupations provide basic training for this job.

*The following area vocational schools offer courses in Office Occupations that wil benefit the person training for this job.

- *Oneida Area School, P.O. Box 407, Oneida 37841
- *Jacksboro Area School, Rt. 1, Jacksboro 37577
- *Harriman Area School, Harriman 37748
- *Knoxville Area School, 1100 Liberty Street, Knoxville 37918
- *Morristown Area School, P.O. Box 138, Morristown 37814

DIRECTIONS FOR USING THE SECONDARY INFOE CAREER DECK

1. Select a job title that interests you.
   a. You may do this by scanning the list of job titles within any of the clusters given in this booklet. See career clusters on the following pages.
   b. Next, you may wish to review the brief description of the job title you have selected by reading the section of INFOE alphabetical listing and descriptive information starting on page 55.
2. After selecting the job title, locate the four-digit number to the left of the title and use this number to locate the INFOE card in the INFOE deck.
3. Ask your counselor to aid you in using the microfilm viewing equipment to view the card you selected.
4. After viewing the INFOE card please return it to the INFOE deck. Put it back in alphabetical order--check the number in the left-hand top corner of the card.

NOTE: If you have any questions, discuss them with your counselor.

CAREER CLUSTERS FOR INFOE

00 Professional and Technical

0001	Accountant
0003	Actuary
0004	Administrative Assistant
0006	Adult Education Teacher
0009	Agricultural Commodities Grader
0011	Air Analyst
0018	Airline Pilot and Copilot
0022	Air Traffic Controller
0026	Apartment Manager
0036	Apprentice Display Illustrator
0059	Architect
0060	Architect's Assistant
0066	Athletic Coach
0067	Audiologist
0081	Aviation Maintenance Inspector
0082	Aviation Operations Inspector
0086	Banker
0096	Biologist
0104	Budget Consultant
0105	Building Inspector
0110	Buyer
0114	Camp Counselor
0119	Caterer
0121	Chemical Analyst
0122	Chemical Engineer
0123	Chemical Laboratory Technician
0127	Chiropractor
0129	Civil Engineer
0130	Claims Adjuster
0133	Clergyman
0140	Commercial Artist
0145	Computer Programmer
0149	Copy Reader - Editing Clerk
0150	Copywriter
0154	County Agricultural Agent
0155	County Extension Home Economist
0157	Credit Analyst
0159	Credit Manager
0161	Cytotechnologist
0165	Dance Instructor
0166	Dancer
0169	Dental Assistant
0170	Dental Hygienist
0172	Dentist
0177	Dietician
0178	Dietician Technician
0179	Disc Jockey
0182	Distributive Education Teacher

0184	Draftsman
0189	Driving Instructor, "Automobile"
0193	Ecologist
0194	Electrical Engineer
0197	Electrocardiograph Technician
0199	Electronics Technician
0201	Elementary School Teacher
0203	Engineering Aide
0207	Fashion Designer
0218	Flight Instructor
0221	Floral Designer
0222	Food Journalist
0223	Food Products Tester
0225	Forester
0229	Funeral Director
0239	Geologist
0245	Guidance Counselor
0251	Histopathology Technologist
0252	Home Economics Teacher
0253	Home Economist
0256	Hospital Administrator
0257	Hospital Laundry Manager
0261	Industrial Arts Teacher
0262	Industrial Engineering Technician
0265	Inhalation Therapy Technician
0271	Interior Designer-Decorator
0273	Junior Accountant
0276	Juvenile Probation Counselor
0278	Kindergarten Teacher
0281	Laboratory Assistant
0283	Land Use Technician
0286	Law Enforcement Clerk
0287	Lawyer
0289	Librarian
0291	Licensed Practical Nurse
0297	Loans Officer
0306	Mechanical Engineer
0307	Mechanical Engineering Technician
0308	Mechanical Inspector
0309	Medical Assistant
0310	Medical Lab Assistant
0312	Medical Records Librarian
0314	Medical Technologist
0318	Meterologist
0322	Mine Inspector
0327	Motel Manager
0333	Musician
0334	Music Teacher
0336	Newspaper Reporter
0337	Nurse Anesthetist
0339	Occupational Therapist
0340	Occupational Therapy Aide
0345	Operating Room Technician
0348	Optometrist

0350	Orthodontist
0354	Paralegal Aide
0357	Park Ranger
0361	Pediatrician
0363	Personnel Manager
0365	Pharmacist
0366	Pharmacy Helper
0367	Photographer
0371	Physician
0376	Podiatrist
0382	Probation and Parole Counselor
0384	Professional Athlete
0385	Proof Reader
0387	Psychologist
0388	Public Works Inspector
0390	Radio & TV Announcer
0394	Radiological Technician
0395	Real Estate [illegible]er
0398	Recreation [illegible]
0399	Registered Nurse
0400	Restaurant Manager
0403	Rod and Chainman
0422	Social Worker
0423	Soil Conservationist
0424	Speech Therapist
0433	Surveyor
0437	Teacher Aide
0438	Technical Education Teacher
0439	Technical Illustrator
0440	Technical Writer
0448	Television Cameraman
0455	Trade and Industrial Educ. Teacher
0460	Urban Planner
0462	Veni-Puncture Specialist
0463	Veterinarian
0467	Vocational Agriculture Teacher

Clerical and Sales

0002	Accounting Clerk
0005	Admitting Clerk
0007	Advertising Salesman
0008	Agricultural Chemical Salesman
0010	Agricultural Equipment Salesman
0068	Audit Clerk
0076	Auto Parts Counterman
0077	Auto Salesman
0085	Bank Clerk
0087	Bank Teller
0092	Bill Collector
0093	Billing Clerk
0094	Billing Machine Operator
0100	Bookkeeper
0101	Bookkeeping Machine Operator
0107	Building Supply Salesman
0113	Calculating Machine Operator
0117	Cashier

0118	Catalog Order Clerk
0131	Classified Ad Clerk
0134	Clerk Typist
0139	Collection Clerk
0144	Computer Operator
0153	Court Reporter
0158	Credit Clerk
0173	Department Store Salesperson
0181	Displayman
0188	Driver/Salesman
0213	File Clerk
0220	Floor Covering Salesman
0231	Furniture Salesman
0238	General Secretary
0243	Grocery Clerk
0247	Hardware Salesman
0258	Hospital Ward Clerk
0259	Hotel-Motel Front Office Clerk
0264	Information Operator
0267	Insurance Adjuster
0268	Insurance Agent
0269	Insurance Clerk
0277	Key Punch Operator
0288	Legal Secretary
0290	Library Assistant
0303	Mail Carrier
0311	Medical Records Clerk
0313	Medical Secretary
0315	Messenger
0316	Meter Reader
0325	Model
0341	Office Clerk
0342	Office Machine Salesman
0344	Offset Duplicating Machine Operator
0353	Paint Supply Salesman
0356	Parking Meter Collector
0359	PBX Operator
0362	Personal and Comparison Shopper
0368	Photo Supply Salesman
0379	Post Office Clerk
0396	Real Estate Salesman
0397	Receptionist
0407	Safe-deposit Clerk
0415	Shipping-Receiving Clerk
0417	Shoe Salesman
0426	Sporting Goods Salesman
0428	Stenographer
0430	Stock Clerk
0434	Tabulating Machine Operator
0442	Telephone Operator
0443	Telephone Service Representative
0445	Telephone Supplyman
0446	Teletype Operator
0453	Tool Clerk
0457	Travel Agent
0461	Variety Store Sales Clerk

30 Service

0017	Airline Flight Attendant
0025	Animal Keeper - Lab Technician
0027	Apprentice Embalmer
0063	Assistant Funeral Director
0088	Barber
0089	Bartender
0090	Bell Captain
0091	Bellman
0109	Bus Boy
0125	Child Care Aide
0126	Child Day Care Center Teacher
0132	Cleaning and Laundry Counter Girl
0147	Consumer Consultant
0148	Cook and Chef
0151	Correction Officer
0152	Cosmetologist
0160	Custodian
0174	Deputy Sheriff
0175	Detective
0180	Dishwasher
0183	Domestic Maid
0190	Dry Cleaning Machine Operator
0202	Embalmer
0214	Fingerprint Technician
0216	Fire Inspector
0217	Fireman
0224	Food Service Supervisor
0233	Game and Fish Officer
0250	Highway Patrolman
0254	Horseshoer
0275	Juvenile Officer
0279	Kitchen Helper
0285	Laundry Worker
0304	Manicurist
0317	Meter Maid
0338	Nurse's Aide
0349	Orderly
0364	Pest Control Worker
0370	Physical Therapy Assistant
0377	Policeman
0378	Policewoman
0382	Presser
0386	Psychiatric Technician
0393	Radio Dispatcher
0401	Retail Meat Cutter
0406	Rug Cleaner
0416	Shoe Repairman
0464	Veterinarian Assistant
0468	Waiter/Waitress
0469	Ward Maid
0472	Watchman

40 Farming, Fishing, Forestry

0141	Commercial Nurseryman

0142	Commercial Nursery Worker
0162	Dairy Farm Hand
0163	Dairy Farmer
0164	Dairy Herd Tester
0205	Farmer
0206	Farm Foreman
0226	Forestry Aide
0236	General Farm Hand
0242	Golf Course Superintendent
0244	Groundsman
0255	Horse Trainer
0282	Landscape Gardener
0296	Livestock Caretaker
0381	Poultry Farmer
0458	Tree Trimmer
0459	Truck Farmer

50 Processing

0083	Baker
0084	Baker's Helper
0135	Cloth Finisher
0192	Dye-Tub Operator
0200	Electroplater
0211	Feed Mill Operator
0228	Foundry Worker
0237	General Laborer
0260	Ice Cream Machine Operator
0319	Milk Processing Machine Operator
0320	Milk Processing Worker
0326	Molder & Coremaker
0374	Plastics Extruder Operator
0380	Potman
0389	Quality Control Inspector
0419	Slaughter House Butcher
0425	Spinner
0429	Stillman
0450	Tire Recapper

60 Machine Trades

0012	Air Conditioning-Refrigeration Mechanic
0015	Airframe and Power Plant Mechanic
0028	Apprentice Airplane Mechanic
0030	Apprentice Blacksmith
0038	Apprentice Equipment Mechanic
0040	Apprentice Gas & Diesel Mechanic
0047	Apprentice Machinist
0050	Apprentice Millwright
0051	Apprentice Office Appliance Repairman
0058	Apprentice Tool & Die Maker
0069	Auto Air Conditioning Mechanic
0071	Auto Brake and Front End Man
0072	Auto Mechanic
0078	Auto Transmission Specialist
0079	Auto Tune-Up Man
0095	Bindery Worker
0097	Boat-Motor Mechanic

0111	Cabinetmaker
0128	Circular Sawyer, Stone
0136	Cloth Grader
0138	Coin-Vending Machine Mechanic
0176	Diesel Mechanic
0204	Farm Equipment Mechanic
0246	Gunsmith
0263	Industrial Maintenance Mechanic
0280	Knitter
0293	Linotype Operator
0295	Lithographic Offset Pressman
0301	Lumber Grader
0302	Machinist
0321	Millwright
0329	Motorcycle Mechanic
0332	Multilith Operator
0343	Office Machine Serviceman
0404	Rolling Mill Operator
0409	School Bus Mechanic
0413	Sewing Machine Repairman
0421	Small Engine Mechanic
0452	Tool and Die Maker
0454	Tool Grinder Operator
0475	Winder

70 Bench Work

0023	Alteration Tailor
0044	Apprentice Instrument Mechanic
0080	Auto Upholsterer
0171	Dental Lab Technician
0186	Drapery Seamstress
0195	Electrical Inspector
0198	Electronics Assembler
0232	Furniture Upholsterer
0235	Garment Cutter
0240	Glass Blower
0266	Instrumentman
0272	Jeweler
0299	Locksmith
0346	Ophtalmic Lens Grinder
0347	Optical Benchman
0358	Patternmaker
0392	Radio and TV Serviceman
0410	Seamstress
0412	Sewing Machine Operator
0420	Small Appliance Repairman
0435	Tailor
0447	Television Antenna Installer
0471	Watchmaker

80 Structural Work

0016	Air Hammer Operator
0027	Appliance Serviceman
0029	Apprentice Asbestos Worker
0031	Apprentice Bricklayer
0032	Apprentice Carpenter
0033	Apprentice Cement Mason
0034	Apprentice Construction Electrician

0035	Apprentice Construction Lineman
0039	Apprentice Exhibit Fabricator
0041	Apprentice Glazier
0042	Apprentice Grade & Paving Equipment Operator
0043	Apprentice Heavy Equipment Operator
0045	Apprentice Iron Worker
0046	Apprentice Lather
0048	Apprentice Maintenance Electrician
0049	Apprentice Maintenance Lineman
0053	Apprentice Painter
0054	Apprentice Plasterer
0055	Apprentice Plumber
0056	Apprentice Sheet Metal Worker
0057	Apprentice Steamfitter
0062	Asbestos & Insulating Worker
0064	Asphalt Paving Machine Operator
0065	Asphalt Plant Operator
0070	Auto Body Repairman
0073	Auto Muffler & Exhaust Installer
0074	Auto New Car Get Ready Man
0075	Auto Painter
0098	Boilermaker
0103	Bricklayer
0106	Building Maintenance Man
0108	Bulldozer Operator
0112	Cable Splicer
0115	Carpenter
0120	Cement Mason
0146	Construction Electrician
0168	Data Processing Equipment Technician
0185	Dragline Operator
0187	Dry Wall Applicator
0196	Electrical Repairman
0212	Fence Erector
0215	Finish Carpenter
0219	Floor Covering Installer
0241	Glazier
0248	Heavy Equipment Operator
0249	Highway Maintenance Worker
0284	Lather
0292	Lineman
0323	Miner
0330	Motor-Grader Operator
0352	Painter
0372	Pipe Layer
0373	Plasterer
0375	Plumber
0402	Road Roller Machine Operator
0405	Roofer
0414	Sheet Metal Worker
0431	Stone Mason
0432	Structural and Ornamental Ironworker

0441	Telephone Frameman
0444	Telephone Station Installer
0449	Tile Setter
0466	Vinyl Siding Installer
0474	Welder

90 Miscellaneous

0013	Aircraft Fuel Serviceman
0014	Air Force Careers
0019	Airline Ticket Agent
0020	Airplane Dispatch Clerk
0021	Airport Serviceman
0024	Ambulance Driver - Attendant
0052	Apprentice Operating Engineer
0061	Army Careers
0099	Bookbinder
0102	Box Boy
0116	Car Rental Representative
0124	Chief Operator of Waste Water Treatment Plant
0137	Coast Guard Careers
0143	Compositor
0156	Crafts Director
0167	Darkroom Technician
0191	Dump Truck Driver
0208	FBI Careers
0209	FBI Special Agent
0210	Federal Careers
0227	Fork Lift Operator
0230	Furniture Mover
0234	Garbage Truck Driver
0270	Inter-city Bus Driver
0274	Junior Federal Assistant
0294	Lithographic Cameraman
0298	Local Truck Driver
0300	Long-haul Truck Driver
0305	Marine Corps Careers
0324	Mobile Food Unit Worker
0328	Motion Picture Projectionist
0331	Motor Transit Driver
0335	Navy Careers
0351	Packaging Worker
0355	Parking Lot Attendant
0360	Peace Corps Volunteer
0391	Radio & TV Control Room Technician
0408	School Bus Driver
0411	Service Station Attendant
0418	Sign Painter
0427	Stationary Engineer
0436	Taxicab Driver
0451	Tire Serviceman
0456	Traffic Rate Clerk
0465	Video Operator
0470	Warehouseman
0473	Water Treatment Plant Operator

SECONDARY INFOE - CAREER DECK

ALPHABETICAL LISTING - DESCRIPTIVE INFORMATION

0001 **ACCOUNTANT** DOT 160188

Performs professional accounting services for businesses, government agencies and individuals.

0002 **ACCOUNTING CLERK** DOT 219488

Helps keep a business accounting office or municipal finance department records. This clerk computes all types of financial information.

0003 **ACTUARY** DOT 020188

Uses his knowledge of mathematics to determine cost and benefit rates for insurance companies.

0004 **ADMINISTRATIVE ASSISTANT** DOT 169168

Performs a wide variety of duties to assist administrators and department heads of government and industry.

0005 **ADMITTING CLERK** DOT 237368

Interviews patients or their relatives in order to obtain information required for hospital admittance. He or she may also perform related duties such as those of a receptionist or insurance clerk.

0006 **ADULT EDUCATION TEACHER** DOT 099228

Instructs out of school youths and adults in academic and non-academic courses in public or private schools or other institutions.

0007 **ADVERTISING SALESMAN** DOT 258358

Sells advertising space or time for newspaper, radio, and TV; also known as account executive.

0008 **AGRICULTURE CHEMICAL SALESMAN** DOT 266258

Sells chemicals and pesticides to farmers for use on all types of farms. Helps the grower identify problems and provides chemicals to eradicate the problem.

0017 AIRLINE FLIGHT ATTENDANT DOT 352878

Is concerned with making the passengers flight safe, comfortable and enjoyable.

0018 AIRLINE PILOT AND COPILOT DOT 196283

Is responsible for operating a multimillion dollar plane and for transporting many passengers safely.

0019 AIRLINE TICKET AGENT DOT 919368

Sells space on commercial planes to the air traveling public and provides a number of services for airline passengers.

0020 AIRPLANE DISPATCH CLERK DOT 912368

Arranges for the movement of aircraft between and through airports.

0021 AIRPORT SERVICEMAN DOT 912384

Takes care of planes, runways, grounds and buildings around an airport.

0022 AIR TRAFFIC CONTROLLER DOT 193168

Coordinates movement of air traffic from airport control tower. Answers radio calls and generally assists arriving and departing flights.

0023 ALTERATION TAILOR DOT 785281

Sells, measures and fits customers from ready-made garments.

0024 AMBULANCE DRIVER - ATTENDANT DOT 913883

Performs services to sick and injured persons by transporting them to hospitals, convalescent homes and their own homes. He may also give first aid when necessary.

0025 ANIMAL KEEPER-LAB TECHNICIAN DOT 356874

May be employed by a veterinarian, kennel, zoo, pound, retail store or educational and medical center. He is responsible for the feeding and care of animals.

0026 APARTMENT MANAGER DOT 186168

Rents apartments and keeps vacancies at a minimum. He meets prospective tenants, gives information regarding rental rates, shows people through apartments, keeps an account of all transactions, collects rent, evicts troublesome tenants and calls repairmen when major repair work is needed.

0027 APPLIANCE SERVICEMAN DOT 827281

Repairs electric and gas appliances that do not operate properly.

0028 APPRENTICE AIRPLANE MECHANIC DOT 621281

Assists the airplane mechanic in servicing engines, wings, fuselages and landing gears of airplanes to insure proper working order. The apprentice receives on-the-job training and also related instructions.

0029 APPRENTICE ASBESTOS WORKER DOT 863884

Assists the asbestos worker in covering pipes, ducts, vats and other equipment with insulating materials in order to prevent heat and cold from entering heating and cooling systems. In addition to on-the-job training, the apprentice receives related instructions.

0030 APPRENTICE BLACKSMITH DOT 610381

Receives on-the-job training in how to use anvil and other tools to make and repair metal parts and farm and industrial equipment. The apprentice also receives related instructions in a class.

0031 APPRENTICE BRICKLAYER DOT 861381

Receives on-the-job training in how to use masonry materials and mortar to build walls, fireplaces, chimneys, arches, pipes and other structures. In addition, he receives related instructions in a class.

0032 APPRENTICE CARPENTER DOT 860381

Receives on-the-job training under the direction of a journeyman carpenter in how to construct and repair structures of wood, plywood, wallboard and other materials. The apprentice also receives related instructions in a class.

0033 APPRENTICE CEMENT MASON DOT 844884

Receives on-the-job training in how to finish cement and concrete poured for construction jobs of all kinds. He works under the directions of a journeyman mason and receives related instructions in a class.

0034 APPRENTICE CONSTRUCTION ELECTRICIAN DOT 824281

Receives on-the-job training in how to lay out, install and test electrical fixtures and wiring. He works under the directions of a journeyman carpenter and receives related instructions in a class.

0035 APPRENTICE CONSTRUCTION LINEMAN DOT 821381

Receives on-the-job training in constructing the network of power lines which carry electricity from generating plants. The Apprentice also receives related instruction in a class.

0036 APPRENTICE DISPLAY ILLUSTRATOR DOT 071281

Receives on-the-job training in drawing and painting illustrations for advertisements, books, magazines, exhibition posters and catalogs. The Apprentice also receives related instructions in a class.

0037 APPRENTICE EMBALMER DOT 338381

Learns to perform the different tasks involved in preparing a body for burial.

0038 APPRENTICE EQUIPMENT MECHANIC DOT 625281

On-the-job training is provided to rebuild construction equipment such as cranes, power shovels, bulldozers and other equipment. The Apprentice also receives related instruction in a class.

0039 APPRENTICE EXHIBIT FABRICATOR DOT 840781

Learns his trade by contracting himself to an organized and registered apprenticeship training program in which he learns to draw, build, and paint exhibits.

0040 APPRENTICE GAS AND DIESEL MECHANIC DOT 625281

Receives on-the-job training about fuel injection systems, turbo-chargers, engine speed governors and other components not usually found in gasoline engines. The Apprentice also receives related instruction in a class.

0041 APPRENTICE GLAZIER DOT 865781

Receives on-the-job training in installing plate glass, ordinary window glass, mirrors and special things such as leading glass panels. The Apprentice also receives related instruction in a class.

0042 APPRENTICE GRADE AND PAVING EQUIPMENT OPERATOR DOT 351883

Receives on-the-job training in the process of road construction and methods of paving. The Apprentice also receives training and classroom instruction on the construction of tunnel equipment.

0043 APPRENTICE HEAVY EQUIPMENT OPERATOR DOT 859883

Learns to operate several types of construction machinery while enrolled in a formal Apprenticeship program.

0044 APPRENTICE INSTRUMENT MECHANIC DOT 710281

Receives on-the-job training for servicing, repairing, adjusting or putting in replacement units for instruments and control systems. The Apprentice also receives related instruction in a class.

0045 APPRENTICE IRON WORKER DOT 809381

Receives on-the-job training in putting up steel framework on bridges, putting in steel floor decking, decorative ironwork, metal stairways, catwalks and iron ladders. The Apprentice also receives related instruction in a class.

0046 APPRENTICE LATHER DOT 842781

Receives on-the-job training in the uses of tools and hardware for plastering, blueprints and measuring for layout. The Apprentice also receives related instruction in a class.

0047 APPRENTICE MACHINIST DOT 600280

Receives on-the-job training in the operation of machine tools. The Apprentice also receives related instructions in a class.

0048 APPRENTICE MAINTENANCE ELECTRICIAN DOT 829281

Receives on-the-job training for testing electrical equipment such as generators and heaters, standard test equipment and installing motors, fixtures and other electrical equipment.

0049 APPRENTICE MAINTENANCE LINEMAN DOT 821381

Receives on-the-job training in the maintaining of network power lines that carry electricity from generating plants to customers. The Apprentice also receives related instructions in a class.

0050 APPRENTICE MILLWRIGHT DOT 638281

Receives on-the-job training in moving, putting in and doing certain jobs on heavy equipment and machinery to keep it running. The Apprencice also receives related instructions in a class.

0051 APPRENTICE OFFICE APPLIANCE REPAIRMAN DOT 633281

Receives on-the-job training in repairing, adjusting or replacing parts in a machine. The Apprentice also receives related classroom instruction.

0052 APPRENTICE OPERATING ENGINEER DOT 950782

Receives on-the-job training in the operation and maintenance of stationary engines and mechanical equipment. The Apprentice also receives related classroom instruction.

0053 APPRENTICE PAINTER DOT 840781

Receives on-the-job training in order to be able to paint in residential, commercial or industrial jobs. The Apprentice also receives related classroom instruction.

0054 APPRENTICE PLASTERER DOT 842781

Receives on-the-job training in order to be able to apply wall coatings to new buildings and to repair old walls. The Apprentice also receives related classroom instruction.

0055 APPRENTICE PLUMBER DOT 862581

Receives on-the-job training in installing, keeping up and repairing water, gas and waste disposal systems. The Apprentice also receives related classroom instructions.

0056 APPRENTICE SHEET METAL WORKER DOT 804281

Receives on-the-job training in making and installing ducts which are used in ventilating air-conditioning, and heating systems; making and putting in roofing and siding, commercial stainless steel kitchen equipment and other products.

0057 APPRENTICE STEAMFITTER DOT 862381

Receives on-the-job training in measuring, cutting, threading and putting in high pressure valves, gages and other fixtures. The Apprentice also receives related classroom instruction.

0058 APPRENTICE TOOL AND DIE MAKER DOT 601280

Receives on-the-job training in making tools, dies, molds, jigs, fixtures and gauges. The Apprentice also receives related classroom instruction.

0059 ARCHITECT DOT 001081

Designs and plans all kinds of buildings. Using engineering and design principles, it is the goal of the architect to design a building which is beautiful and fits in with the surroundings.

0060 ARCHITECT'S ASSISTANT DOT 001081

Helps an architect design specifications for buildings, figure material costs and complete drawings and blueprints for buildings.

0061 ARMY CAREERS DOT None

The Army is one of the major service organizations whose purpose is to support the national and international policies of the United States Government. Army men, as a group, represent the nations basic fighters.

0062 ASBESTOS & INSULATING WORKER DOT 863884

Covers all kinds of pipes, ducts, vats, and other equipment with insulating materials such as asbestos and cork, in order to prevent heat and cold from entering heating and cooling systems.

0063 ASSISTANT FUNERAL DIRECTOR DOT 187168

Works with a licensed funeral director doing a variety of tasks to become familiar with the operations of the mortuary.

0064 ASPHALT-PAVING MACHINE OPERATOR DOT 853883

Runs a machine that spreads and levels black-top mix.

0065 ASPHALT PLANT OPERATOR DOT 853782

Runs the machine which mixes black-top paving materials.

0066 ATHLETIC COACH DOT 009228

Is a leader and teacher of young people who enjoy games and sports. In addition to coaching he may also teach classes.

0067 AUDIOLOGIST DOT 079108

Specializes in diagnosing, testing and correcting problems of hearing. He determines the range, nature and degree of an individual's hearing function, and plans, directs or coordinates therapy to improve hearing.

0068 AUDIT CLERK DOT 210388

Checks all sales slips and balances cash register receipts in a business concern. Provides a basic check of money received during each day's activity.

0069 AUTO AIR CONDITIONING MECHANIC DOT 620281

Installs and repairs automotive air conditioning units.

0070 AUTO BODY REPAIRMAN DOT 807381

Repairs motor vehicle bodies damaged in collision, accident, by corrosion, or in other ways.

0071 AUTO BRAKE AND FRONT END MAN DOT 620281

Fixes brakes and steering mechanism and aligns the front wheels of cars and trucks.

0072 AUTO MECHANIC DOT 620281

Repairs engines and other parts of automobiles, buses and small trucks.

0073 AUTO MUFFLER AND EXHAUST INSTALLER DOT 807884

Replaces or repairs manifolds, mufflers and exhaust pipes on cars and trucks.

0074 AUTO NEW CAR GET READY MAN DOT 806381

Inspects, tunes, and does repair work as is necessary to make new cars ready for delivery to customers.

0075 AUTO PAINTER DOT 845871

Repaints vehicles that have lost the newness of their original paint.

0076 AUTO PARTS COUNTERMAN DOT 289358

Dispenses parts and accessories over the counter, or takes orders by phone in a retail or wholesale parts store, or auto parts department.

0077 AUTO SALESMAN DOT 280358

Has several duties connected with sales of new and used automobiles to retail customers.

0078 AUTO TRANSMISSION SPECIALIST DOT 620281

Repairs automatic transmissions in cars, trucks, buses and other vehicles.

0079 AUTO TUNE-UP MAN DOT 620281

Tunes automobile engines to insure efficient operation. He uses a variety of tools and electrical analyzing equipment.

0080 **AUTO UPHOLSTERER** DOT 780381

Repairs or replaces upholstery in automobiles, trucks, buses, motorcycles and boats. He removes old upholstery, repairs or replaces it using a variety of hand and machine tools. He also repairs or replaces convertible tops.

0081 **AVIATION MAINTENANCE INSPECTOR** DOT 168268

Checks private and commercial aircraft to see that they meet certain standards.

0082 **AVIATION OPERATIONS INSPECTOR** DOT 168268

Checks to see that all pilots and crew meet certain qualifications.

0083 **BAKER** DOT 526781

Mixes and bakes ingredients according to recipes to produce bread, pastries, puddings and other baked goods.

0084 **BAKER'S HELPER** DOT 526886

Assists bakers and specialized bakery workers. Performs jobs such as greasing pans, removing bread from pans and pan washing. May be designated by task performed, such as dough mixer, oven man or wrapping machine man.

0085 **BANK CLERK** DOT 219588

Handles the paperwork associated with depositors' checking and savings accounts and loans.

0086 **BANKER** DOT 186168

Performs services which help people save their money, pay their bills and manage their business.

0087 **BANK TELLER** DOT 212368

Responsible for conducting much of the daily business of the banks' customers by receiving and balancing customer deposits of money.

0088 **BARBER** DOT 330371

Cuts and shampoos hair according to instructions of customers, gives massages and performs other related services.

0089 **BARTENDER** DOT 312878

Prepares all kinds of alcoholic and non-alcoholic drinks for customers in restaurants, hotels, bars, and other places which serve food and drinks.

0090 **BELL CAPTAIN**

DOT 324138

Employed by a large hotel where he supervises the bellmen who run errands, carry baggage and attend to guests.

0091 **BELLMAN**

DOT 324878

Carries the baggage of incoming and outgoing hotel guests to their rooms and cars. He performs various other personal services to customers.

0092 **BILL COLLECTOR**

DOT 240368

Locates and collects payment from persons who have failed to make payments on goods or services. He may take payment or repossess items.

0093 **BILLING CLERK**

DOT 219388

Prepares bills to customers for products purchased, prices products and adjusts prices to reflect discounts. He or she also operates billing, calculating and adding machines; typewriting and posting machines.

0094 **BILLING MACHINE OPERATOR**

DOT 214488

Prepares statements and invoices with aid of billing machine and does other general clerical work.

0095 **BINDERY WORKER**

DOT 643885

Performs hand and machine work required in the process of producing bound printed materials of all kinds.

0096 **BIOLOGIST**

DOT 041081

Studies the origin, development, anatomy, function and distribution of life. He usually specializes in one particular animal or plant, or studies the relationship between plants and animals.

0097 **BOAT-MOTOR MECHANIC**

DOT 623281

Makes periodic inspections of boat motors and makes needed repairs.

0098 **BOILERMAKER**

DOT 805281

Puts together pre-fabricated parts of a boiler.

0099 **BOOKBINDER**

DOT 977884

Joins or binds together the pages of books and binds the cover to the pages.

0100 **BOOKKEEPER**

DOT 210388

Keeps records of business funds spent and obtained.

0101 BOOKKEEPING MACHINE OPERATOR DOT 215388

Keeps permanent daily record of financial transactions, posting figures in designated ledgers and journals by using electric bookkeeping machines.

0102 BOX BOY DOT 920887

Places groceries in bags and assists customers in carrying them to cars.

0103 BRICKLAYER DOT 861381

Uses masonry materials and mortar to build walls, fireplaces, chimneys, arches, pipes, and other structures.

0104 BUDGET CONSULTANT DOT 096268

Helps families decide how they can make wise use of their money.

0105 BUILDING INSPECTOR DOT 168168

Checks construction of new buildings, alterations or additions to existing buildings, and conditions of old buildings to assure building codes for safety and utility of the building are followed.

0106 BUILDING MAINTENANCE MAN DOT 899381

Keeps heating, lighting, cooling and plumbing systems in large buildings functioning smoothly.

0107 BUILDING SUPPLY SALESMAN DOT 276358

Handles wholesale and retail sales of materials, equipment and supplies used in building construction.

0108 BULLDOZER OPERATOR DOT 850883

Operates a diesel powered tractor to level earth, rocks, trees and boulders.

0109 BUS BOY DOT 311878

Assists in the operation of a restaurant or cafeteria by performing tasks such as clearing tables, setting tables and helping serve customers.

0110 BUYER DOT 162158

Selects the goods and products to be sold by a retail company. He may also direct the retail selling program for goods purchased.

0111 CABINETMAKER DOT 660280

Makes and installs wood or plastic fixtures in homes, apartments, institutions and commercial firms.

0112 CABLE SPLICER DOT 829381

Connects lengths of cable together, one wire at a time, to provide telephone or electrical lines for customers.

0113 CALCULATING MACHINE OPERATOR DOT 216488

Uses electronic calculator which performs mathematical operations quickly and accurately to compute or check figures, financial accounts, payrolls, and other functions involving arithmetic calculations.

0114 CAMP COUNSELOR DOT 159228

Supervises and instructs a group of children in outdoor and recreational activity. In most local resident camps, he is responsible for the health, welfare, and safety of the group.

0115 CARPENTER DOT 860381

Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard, using carpenters hand tools and power tools, and conforming to local building codes.

0116 CAR RENTAL REPRESENTATIVE DOT 919478

Works at an airport or downtown car rental firm. His tasks include keeping books, mileage, record of payment, in addition to interviewing customers, approving their application for car rental and preparing rental contracts.

0117 CASHIER DOT 211468

Receives money or legal tender from customers or employees in payment for goods or services and keeps records of all transaction.

0118 CATALOG ORDER CLERK DOT 249368

Assists department store customers in selecting mail order merchandise. May also collect money for merchandise, receive orders by telephone and secure approval for items purchased on charge accounts.

0119 CATERER DOT 187168

Plans and arranges for food and refreshments for different occasions.

0120 CEMENT MASON DOT 844884

Finishes the cement and concrete poured for construction jobs of all kinds.

0121 CHEMICAL ANALYST DOT 029281

Works under a chemist or chemical engineer to do special chemical and instrument tests of material to see if it is pure.

0122 CHEMICAL ENGINEER DOT 008081

Performs a variety of engineering functions, including designing chemical plants and equipment,determines new chemical processes, and applies various principles of physics, mathematics and chemistry to obtain the most effective manufacturing processes.

0123 CHEMICAL LABORATORY TECHNICIAN DOT 022281

Conducts chemical and physical laboratory tests and analyzes materials for the development of new products. Usually, he works under the directions of a chemist.

0124 CHIEF OPERATOR OF WASTE WATER TREATMENT PLANT DOT 955130

Oversees workers and equipment at a waste water treatment plant.

0125 CHILD CARE AIDE DOT 359878

Assists the teacher in a nursery school program. May set up work and play areas for children.

0126 CHILD DAY CARE TEACHER DOT 359878

Organizes and leads activities of pre-kindergarten children in nursery schools or playgrounds.

0127 CHIROPRACTOR DOT 079108

Treats the nervous system by manipulating parts of the body, especially the spinal column.

0128 CIRCULAR SAWYER,STONE DOT 677782

Runs a diamond or silicon carbon toothed circular saw to cut marble to different sizes.

0129 CIVIL ENGINEER DOT 005081

Is concerned with planning, design and construction of all types of systems and structures. He may specialize in structural transportation, traffic, hydraulics, sanitation, or construction.

0130 CLAIMS ADJUSTER DOT 241168

Processes damage claims for an insurance company.

0131 CLASSIFIED AD CLERK DOT 209388

Sells classified advertising for newspapers by telephone or at a counter. He helps customers with wording and punctuation, and may accept payment.

0132 CLEANING AND LAUNDRY COUNTER GIRL DOT 369887

Receives and returns clothing and other items from customers and performs additional services.

0133 CLERGYMAN DOT 120108

Leads his congregation in worship services and attends to the spiritual needs of the congregation.

0134 CLERK TYPIST DOT 209388

Types and performs routine office tasks such as answering telephone, sorting mail and filing.

0135 CLOTH FINISHER DOT 589137

Helps operate a machine that dyes, prints, stretches, texturizes and conditions woven cloth.

0136 CLOTH GRADER DOT 689387

Classifies cloth according to a specific grade and examines cloth to detect defects.

0137 COAST GUARD CAREERS None

Is a part of the Department of Transportation which maintains navigational aids, does iceberg patrol, operates lighthouses and performs weather patrols and emergency rescues.

0138 COIN-VENDING MACHINE MECHANIC DOT 639381

Keeps vending and coin operated machines in good working condition.

0139 COLLECTION CLERK DOT 240388

Contacts customers and notifies them of delinquent accounts. This clerk may attempt to secure payments and performs typing correspondence, records management and filing.

0140 COMMERCIAL ARTIST DOT 141081

Plans advertising layouts, creates drawings, and illustrations for reproduction in newspapers, magazines, package design or book illustration.

0141 COMMERCIAL NURSERYMAN DOT 406168

Operates a nursery specializing in trees and other nursery products for sale to farm owners and retail nursery operators.

0142 COMMERCIAL NURSERY WORKER DOT 406887

Plants, cultivates, and harvests trees, shrubs and ornamental flowering plants in a commercial nursery; mixes soil with other materials to prepare plant beds; plant seeds, seedlings and bulbs.

0143 COMPOSITOR DOT 973381

Takes manuscript copy, sets it in type and makes it ready for presses. He may set type either by hand or machine.

0144 COMPUTER OPERATOR DOT 213382

Monitors and controls electronic digital computers to process business, scientific, engineering, or other data according to operating instructions.

0145 COMPUTER PROGRAMMER DOT 020188

Prepares step-by-step instructions which controls the operation of electronic computers.

0146 CONSTRUCTION ELECTRICIAN DOT 824281

Lays out, assembles, installs and tests electrical fixtures, apparatus, and wiring used in electrical systems in all types of structures.

0147 CONSUMER CONSULTANT DOT None

Gathers information such as tips on buying which is helpful to many consumers.

0148 COOK AND CHEF DOT 313131

Prepares meals in restaurants, motels, hotels, hospitals, and all food service institutions.

0149 COPY READER, EDITING CLERK DOT 132288

Prpares, revises and corrects material that has been written for newspapers or other publications.

0150 COPYWRITER DOT 132088

Writes original advertising material about the qualities of a particular product or service for newspapers, radio, television, poster, and other media.

0151 CORRECTION OFFICER DOT 372868

Supervises the daily activities of a group of prison inmates.

0152 COSMETOLOGIST DOT 332271

Provides customers with a variety of beauty services, largely related to the care of the hair.

0153 COURT REPORTER DOT 202388

Records in shorthand or by machine every word that is spoken during court sessions and hearings and transcribes notes.

0154 COUNTY-AGRICULTURAL AGENT DOT 096128

Instructs and advises farmers concerning agricultural problems in improving farm and family life.

0155 COUNTY EXTENSION HOME ECONOMIST DOT 096128

Designs and puts into action educational programs to keep families in her area up-to-date on the most recent information about homemaking and improvement of family living.

0156 CRAFTS DIRECTOR DOT None

Plans and directs the teaching of many different crafts.

0157 CREDIT ANALYST DOT 191268

Reviews financial records of businesses and individuals applying for loans or credit to determine if their financial condition is sound.

0158 CREDIT CLERK DOT 249368

Interviews applicants for loans and credit, processes the application and verifies credit references and information.

0159 CREDIT MANAGER DOT 168168

Is responsible for account collection and for making decisions regarding the extension of credit to customers and patrons of all types of businesses.

0160 CUSTODIAN DOT 382884

Is responsible for keeping buildings clean and orderly and for keeping heating and cooling systems operating.

0161 CYTOTECHNOLOGIST DOT 078281

Is a member of a medical laboratory team who searches for signs of disease in body cells.

0162 DAIRY FARM HAND DOT 411884

Performs a wide variety of tasks on a commercial dairy farm. He may be responsible for herding cows as well as working with plant equipment and tools.

0167 DAIRY FARMER DOT 411181

Owns and manages a dairy farm.

0164 DAIRY HERD TESTER DOT 469381

Samples milk from cows in a herd regularly. He determines quantity and quality of milk from each cow, thus aiding dairy owners in feeding programs, replacement, etc.

0165 DANCE INSTRUCTOR DOT 151028

Instructs pupils in ballet, tap, ballroom, modern and other forms of dance; he or she lectures, teaches music fundamentals, dance techniques, exercises and routines.

0166 DANCER DOT 151048

Performs a variety of dances. He or she may specialize in a certain type of dance such as ballet, acrobatic, jazz, etc.

0167 DARKROOM TECHNICIAN DOT 976381

Develops, fixes and prints various types of exposed photographic film.

0168 DATA PROCESSING EQUIPMENT TECHNICIAN DOT 828281

Installs, repairs, maintains, and makes alterations on all types of electromechanical and electronic data processing equipment such as electronic computers, tabulators, card punchers, sorters, converters, and numerous other devices.

0169 DENTAL ASSISTANT DOT 079378

Assists the dentist during examination and treatment of patients. She is responsible for sterilization of instruments and linens and relieves the dentist of routine duties.

0170 DENTAL HYGIENIST DOT 078368

Is licensed to practice prophylactic phases of dentistry under supervision of a licensed dentist, usually aids in teeth care, makes X-rays and other routine tasks.

0171 DENTAL LAB TECHNICIAN DOT 712381

Makes artificial dentures, teeth, crowns, bridges for prescriptions received from dentists.

0172 DENTIST DOT 072108

Diagnoses and treats physical problems of the teeth and gums as well as advises patients in preventive care techniques.

0173 DEPARTMENT STORE SALESPERSON DOT 289258

Sells items within their department. He or she may also demonstrate products, make money transactions and provide special services to customers.

0174 DEPUTY SHERIFF DOT 377868

Is responsible for the law enforcement duties of keeping the peace and protecting life and property in a county.

0175 DETECTIVE DOT 375268

Conducts specialized investigations of criminal offenses and does other work related to the crimes.

0176 DIESEL MECHANIC DOT 625281

Repairs or replaces broken or worn out parts on diesel powered equipment.

0177 DIETICIAN DOT 077168

Plans appetizing and nutritious meals to help people maintain or recover good health.

0178 DIETICIAN TECHNICIAN DOT 077168

Works in the food service department of a hospital or other institution. She assists the dietician in menu planning, and supervises the preparation of food.

0179 DISC JOCKEY DOT 159148

Is responsible for planning a block of radio time including such things as weather, time of day, music and traffic conditions.

0190 DRY CLEANING MACHINE OPERATOR DOT 362782

Cleans clothes, fabrics, rugs and other materials that can not be washed otherwise. He uses a special cleaning machine.

0191 DUMP TRUCK DRIVER DOT 905883

Operates a large truck which is built to carry sand, gravel, dirt and other heavy material.

0192 DYE-TUB OPERATOR DOT 582885

Runs a machine that dyes and finishes knitted garments or fabrics.

0193 ECOLOGIST DOT 041081

Works to reduce the amount of pollution in the environment.

0194 ELECTRICAL ENGINEER DOT 003081

Plans, designs and oversees the manufacturer of various kinds of electrical and electronic equipment.

0195 ELECTRICAL INSPECTOR DOT 710281

Checks electrical systems and equipment to see that they are put together and working according to established codes and standards.

0196 ELECTRICAL REPAIRMAN DOT 829281

Keeps electrical systems working properly by performing necessary repairs when needed.

0197 ELECTROCARDIOGRAPH TECHNICIAN DOT 078368

Administers, under direction of professional medical personnel, an electrocardiograph test to record tracings of electrical impulses coming from the heart.

0198 ELECTRONICS ASSEMBLER DOT 726781

Installs components and subassembles in electronic equipment of all kinds using diagrams and tools of many types.

0199 ELECTRONICS TECHNICIAN DOT 003181

Helps the Electronic Engineer lay out, build, test, trouble shoot, repair and modify various electronic equipment.

0200 ELECTROPLATER DOT 500380

Uses plating solutions and electric current to coat metal articles with a protectective layer of chromium, nickel, silver, gold, or other metal.

0201 ELEMENTARY SCHOOL TEACHER DOT 092228

Teaches in the lower grades of a public or private school.

0202 EMBALMER DOT 338381

Attempts to restore natural lifelike appearances to bodies to prepare them for burial.

0203 ENGINEERING AIDE DOT 007[illegible]81

Works at a level of skill below the Professional Engineer. The title, Engineering Aide, is used in federal, state, and county civil service more than in private industry.

0204 FARM EQUIPMENT MECHANIC DOT 624281

Maintains, repairs and overhauls farm machinery, equipment, and vehicles and other mechanized equipment on farms or in farm-equipped repair shops.

0205 FARMER DOT 421181

Usually owns his own land and is involved in raising fruit trees, vegetables or other farm commodities. He must be knowledgeable in all phases of farm work.

0206 FARM FOREMAN DOT 429131

Supervises and coordinates the activities of workers in farm production operations.

0207 FASHION DESIGNER DOT 142081

Designs clothing such as ready-to-wear for the general public or "high fashion" for special clients.

0208 FBI CAREERS None

Consists of a variety of non-agent F.B.I. jobs which are backup positions to help special agents.

0209 FBI SPECIAL AGENT None

Investigates violation of the laws of the U.S., helps protect the safety of our country and investigates criminals.

0210 FEDERAL CAREERS None

The Federal Government is the largest employer in the U.S. These include careers of all types. They consist of clerical, technical, laboratory and communications employees along with many others.

0211 FEED MILL OPERATOR DOT 520885

Work for a seed and feed company, and through the operation of a variety of machines, performs one or more of the following duties; cleans feed, mixes feed, measures feed, mashes feed,etc.

0212 FENCE ERECTOR DOT 869884

Does all of the operations involved in installing metal and wooden fences.

0213 FILE CLERK DOT 206388

Is concerned with putting material in and removing it from files, searching and investigating for information contained in files, inserting additional data in files, making up reports and keeping files current.

0214 FINGERPRINT TECHNICIAN DOT 375388

Prepares, classifies, compares and performs other operations on fingerprints for police and other public agencies.

0215 FINISH CARPENTER DOT 860381

Installs millwork, moldings, cabinets, sashes, casings and applies finished hardware.

0216 FIRE INSPECTOR DOT 379387

Checks buildings and industrial plants to detect fire hazards.

0217 FIREMAN DOT 373884

Protects life and property from fire of any description. Must be able to operate complex fire fighting equipment.

0218 FLIGHT INSTRUCTOR DOT 196228

Teaches people how to fly airplanes.

0219 FLOOR COVERING INSTALLER DOT 864781

Lays smooth decorative floors. Performs all phases of installation including preparation, measuring and cutting material, and actual installation.

0220 FLOOR COVERING SALESMAN DOT 274358

Sells carpet, rugs, linoleum, vinyl tiles and other types of floor covering to home owners, businesses, contractors, schools, and other institutions.

0221 FLORAL DESIGNER DOT 142081

Prepares floral pieces for a variety of occasions using such flowers and greenery as are appropriate for the occasion.

0222 FOOD JOURNALIST None

Performs a variety of duties related to the gathering and writing of articles about food.

0223 FOOD PRODUCTS TESTER DOT 199281

Runs laboratory tests on all kinds of prepared foods to determine the chemical components and to make sure they meet certain standards.

0224 FOOD SERVICE SUPERVISOR DOT 319138

Is in charge of the workers who prepare food in restaurants, hospitals, or cafeterias.

0225 FORESTER DOT 040081

Manages and develops forest lands and their resources for economic and recreational purposes.

0226 FORESTRY AID DOT 441384

Assists foresters in managing and caring for both public and private forest lands.

0227 FORK LIFT OPERATOR DOT 922883

Moves raw materials and products using various types of power trucks which carry tons of material and lift it as much as eighteen feet in the air.

0228 FOUNDRY WORKER DOT 519887

Does one or more of the operations involved in making metal castings.

0229 FUNERAL DIRECTOR DOT 187168

Manages a funeral home and is responsible for such things as preparing the body and directing the funeral service.

0230 FURNITURE MOVER DOT 909887

Packs, loads and unloads all household or office to help people move from one house, apartment or office to another.

0231 FURNITURE SALESMAN DOT 274358

Sells many types of home furnishings.

0232 FURNITURE UPHOLSTERER DOT 780381

Prepares furniture frames with springs, webbing and other support materials, and finishes furniture with covering materials.

0233 GAME AND FISH OFFICER DOT 379168

Enforces Federal, State and Local laws and regulations governing the protection and conservation of wildlife. He also investigates reports of damage to crops and property by wildlife.

0234 GARBAGE TRUCK DRIVER DOT 909883

Drives a special-equipped truck along a route. He picks up large dumping containers with the truck's lifting equipment and dumps the contents into the back of the truck or carries the container to dump.

0235 GARMENT CUTTER DOT 781884

Cuts various garment pieces from layers of cloth spread on cutting tables. He follows the outline of a pattern with electrically powered cutting knife, cutting several layers at one time.

0236 GENERAL FARM HAND DOT 421883

Performs many tasks in connection with the growing and gathering of farm products.

0237 GENERAL LABORER DOT 509886

Is an unskilled worker doing work that is physically hard.

0238 GENERAL SECRETARY DOT 201368

Performs a variety of office clerical work including typing and shorthand. Her work relieves the executive of the many details which must be handled every day.

0239 GEOLOGIST DOT 024081

Studies the structure, composition and history of the earth's crust. He studies rock core, cuttings, rocks, minerals, and other specimens.

0240 GLASS BLOWER DOT 575781

Uses a machine or breath to blow or shape glass products such as jelly jars, water glasses or soft drink bottles.

0241 GLAZIER DOT 865781

Cuts and installs glass in homes, business offices. He may also install windows or windshields in cars or boats.

0242 GOLF COURSE SUPERINTENDENT DOT 407137

Supervises and coordinates activities of workers engaged in preserving grounds and turf of golf courses.

0243 GROCERY CLERK DOT 299468

Computes the amount of customer purchases by using a computing cash register or adding machine.

0244 GROUNDSMAN DOT 407884

Cares for grounds, lawns, trees, shrubbery and gardens, under the supervision of a senior groundsman or gardener.

0245 GUIDANCE COUNSELOR DOT 045108

Helps students in planning and achieving their educational and vocational goals.

0246 GUNSMITH DOT 632281

Performs a variety of tasks in the repair and cleaning of firearms. He is skilled in using precision instruments for boring the weapon, sighting, and filing pieces.

0247 HARDWARE SALESMAN DOT 276358

Displays and sells hardware products including paint, power tools, hand tools, and building supplies.

0248 HEAVY EQUIPMENT OPERATOR DOT 859883

Operates power-driven equipment such as used in construction. He may maintain and repair the equipment also.

0249 HIGHWAY MAINTENANCE WORKER DOT 899804

Keeps streets, roads and highways in good repair.

0250 HIGHWAY PATROLMAN DOT 375268

Enforces provisions of the state vehicle code and other laws relating to the operation of motor vehicles upon highways.

0251 HISTOPATHOLOGY TECHNOLOGIST DOT 078381

Assists doctors in a hospital or laboratory. He cuts tissue and prepares slides for viewing under a microscope by the doctor.

0252 HOME ECONOMICS TEACHER DOT 091228

Instructs youths or adults in homemaking practices such as sewing cooking, clothing construction, consumer buying, care of children, health and home beautification.

0253 HOME ECONOMIST DOT 086128

Helps improve products, services and practices that affect the comfort or well-being of the family.

0254 HORSESHOER DOT 356381

Shapes horseshoes and nails them to horses' hooves to protect them.

0255 HORSE TRAINER DOT 419884

Trains and handles unbroken horses. The trainer must also evaluate, feed and care for the horses.

0256 HOSPITAL ADMINISTRATOR DOT 187118

Manages the entire hospital, making sure that each patient gets the right kind of care.

0257 HOSPITAL LAUNDRY MANAGER DOT 187168

Supervises washing and finishing of the hospital laundry and directs the training of new workers.

0258 HOSPITAL WARD CLERK DOT 237368

Acts as receptionist and does much of the paper work for a hospital ward or a floor nursing unit.

0259 HOTEL-MOTEL FRONT OFFICE CLERK DOT 242368

Deals with the public by telephone, mail or in person to assign rooms, and make reservation arrangements.

0260 ICE CREAM MACHINE OPERATOR DOT 529782

Operates one of the various machines used in processing of ice cream. First he will work as a general worker, then will be trained to run one of the special machines.

0261 INDUSTRIAL ARTS TEACHER DOT 091228

Provides instructions which help students develop skills and knowledge pertaining to industry and technology.

0262 INDUSTRIAL ENGINEERING TECHNICIAN DOT 012288

Studies better ways to use manpower, machines and space in industry so as to reduce the operating costs of an employer.

0263 INDUSTRIAL MAINTENANCE MECHANIC DOT 638281

Dismantles or partially dismantles machines and other equipment, repairs or replaces parts, and reassembles equipment in industrial and manufacturing firms.

0264 INFORMATION OPERATOR DOT 235862

Receives local and long distance requests for telephone numbers which the caller cannot find in a directory.

0265 INHALATION THERAPY TECHNICIAN DOT 079368

Works with a doctor in treating patients with breathing problems or in helping patients who take medication by inhalation.

0266 INSTRUMENTMAN DOT 710281

Installs and services the complex industrial and scientific instruments that measure, record, or control heat, electricity, pressure, flow of liquids, and other variables.

0267 INSURANCE ADJUSTER DOT 241168

Represents insurance companies in settling claims. He investigates claims, and makes recommendations as to settlement.

0268 INSURANCE AGENT DOT 250258

Sells insurance policies and contracts which protect lives and property against future loss and assists individuals and businesses in planning aspects of insurance coverage.

0269 INSURANCE CLERK DOT 210368

Is responsible for preparation of insurance benefits to applicants for medical expenses.

0270 INTERCITY BUS DRIVER DOT 913463

Drives passengers, mail and express freight over long distances in a commercial bus.

0271 INTERIOR DESIGNER-DECORATOR DOT 142051

Plans the functional arrangement of interior space and coordinate the selection of furniture, draperies, and other fabrics, floor coverings, and interior accessories.

0272 JEWELER DOT 700281

Makes, repairs or sells jewelry, such as rings, pins, bracelets, lockets and watches.

0273 JUNIOR ACCOUNTANT DOT 160188

Performs general cost, and special accounting duties under supervision. Usually begins with routine work.

0274 JUNIOR FEDERAL ASSISTANT None

Works in a wide variety of fields assisting and supporting professional level government workers.

0275 JUVENILE OFFICER DOT 375268

Encourages law and order among youth of a community. He or she investigates crimes thought to be committed by juveniles.

0276 JUVENILE PROBATION COUNSELOR DOT 195108

Works with the Juvenile Court in providing counseling services to all children and parents. May also provide information and advice to the Judge during a hearing.

0277 KEY-PUNCH OPERATOR DOT 213582

Uses a machine much like a typewriter to punch data onto cards for use on computers.

0278 KINDERGARTEN TEACHER DOT 092228

Works with children from four to six years of age and introduces them to subjects that will prepare them for school.

0279 KITCHEN HELPER DOT 318887

Assists the cook by performing a variety of routine unskilled duties. Has responsibility for cleaning the kitchen and may set tables, prepare trays and assist serving food.

0280 KNITTER DOT 685885

Is a textile worker who operates a machine that knits fabric or clothing from yarn.

0281 LABORATORY ASSISTANT DOT 029381

Helps scientist and skilled technicians with a variety of routine and non-routine laboratory tests.

0282 LANDSCAPE GARDENER DOT 407181

Does large and small scale landscaping operations and ground maintenance.

0283 LAND USE TECHNICIAN DOT 168168

Oversees and maintains the land holdings of a company or government agency.

0284 LATHER DOT 842781

Puts in the wire or gypsum backing that plaster, stucco, or concrete materials are applied to in order to make a wall.

0285 LAUNDRY WORKER DOT 361887

Perform tasks required for operating commercial laundries, family laundries or laundry rental services.

0286 LAW ENFORCEMENT CLERK DOT 119288

Types crime reports, files warrants and performs other duties for police departments. Should have respect for the law and be able to keep information confidential.

0287 LAWYER DOT 110108

Is self-employed or employed by law firms, businesses and by public agencies; represents his client in civil and in criminal proceedings.

0288 LEGAL SECRETARY DOT 201368

Performs secretarial work for an attorney or law firm. Prepares legal papers and correspondence.

0289 LIBRARIAN DOT 100168

Is responsible for recording, arranging and making information available for use to a large number of people.

0290 LIBRARY ASSISTANT DOT 249368

Helps professional librarians by doing such duties as checking out and shelving books and other work not requiring training.

0291 LICENSED PRACTICAL NURSE DOT 079378

Performs services in caring for and treating the ill under supervision of physician or registered nurse.

0292 LINEMAN
DOT 821381

Is responsible for the installation and maintenance of poles for carrying power and telephone messages.

0293 LINOTYPE OPERATOR
DOT 650582

Runs a machine that makes lines of letters that are to be attached to printing presses to print newspapers, books, etc.

0294 LITHOGRAPHIC CAMERAMAN
DOT 972382

Photographs art work and prepares it for use in the lithographic reproduction process.

0295 LITHOGRAPHIC OFFSET PRESSMAN
DOT 651782

Sets up and operates an offset printing press to reproduce copy from lithographic plates.

0296 LIVESTOCK CARETAKER
DOT 466887

Feeds, waters, weighs, marks, loads, and unloads livestock such as hogs, cattle, sheep and horses.

0297 LOANS OFFICER
DOT 186288

Interviews persons requesting bank loans and determines whether such a loan would be a good risk. He must consider the many aspects of each individual case.

0298 LOCAL TRUCK DRIVER
DOT 906883

Drives a truck within a metropolitan area, picking up, transporting, and delivering materials, goods and products of all kinds.

0299 LOCKSMITH
DOT 709281

Installs, removes and repairs all kinds of locks and often makes special locks and keys.

0300 LONG-HAUL TRUCK DRIVER
DOT 904883

Operates large and expensive truck carriers when hauling over long distances to a destination.

0301 LUMBER GRADER
DOT 669587

Checks the quality of lumber and marks it so it can be easily identified according to a standard grade.

0302 MACHINIST
DOT 600280

Carries to completion the construction or repair of metal parts, tools, and machines from written specifications such as blueprints, engineering sketches or dimensions.

0303 MAIL CARRIER DOT 233388

Is responsible for delivering and collecting the mail in a specific geographic area.

0304 MANICURIST DOT 331878

Works in a beauty salon or barber shop and is trained to give manicures and pedicures.

0305 MARINE CORPS CAREERS None

Is one of the major branches of the Armed Forces whose purpose is the safety and the protection of this country. This service works closely with the U.S. Navy.

0306 MECHANICAL ENGINEER DOT 007081

Designs and develops machines which produce power and others that use power.

0307 MECHANICAL ENGINEERING TECHNICIAN DOT 007181

Helps prepare detailed drawings which aid in the building of machines and tools.

0308 MECHANICAL INSPECTOR DOT 630281

Inspects mechanical parts of kitchen appliances, heating and air conditioning equipment and checks such things as septic tanks, plumbing fixtures and sewer lines.

0309 MEDICAL ASSISTANT DOT 079368

Manages the doctor's office, answers telephone, schedules appointments, greets patients, and other clerical work.

0310 MEDICAL LAB ASSISTANT DOT 078381

Performs routine laboratory tests for diagnosis or treatment of illness. He or she works under the supervision of a licensed medical technologist, pathologist or qualified physician.

0311 MEDICAL RECORDS CLERK DOT 249388

Classifies medical records and compiles statistics for use in reports and surveys. She keeps daily statistical records of information, such as admissions, discharges, deaths and births.

0312 MEDICAL RECORDS LIBRARIAN DOT 100388

Plans, prepares, maintains and analyzes records on patients, illnesses and treatments.

0313 MEDICAL SECRETARY DOT 201368

Prepares medical charts and reports for doctors, dentists or lab assistants, using her knowledge of medical writing.

0314 MEDICAL TECHNOLOGIST DOT 078381

Is licensed to perform chemical microscopic and bacteriological tests, under the direction of a clinical pathologist, for use in diagnosis and treatment of disease.

0315 MESSENGER DOT 230878

Is responsible for carrying and delivering messages, packages, documents and other items.

0316 METER READER DOT 239588

Reads meters which measure the consumption of water, gas, or electricity by residential and commercial users. They also record readings and compute charges.

0317 METER MAID DOT 375588

Patrols assigned areas, such as public parking lots or sections of the city to issue tickets to parking violators.

0318 METEROLOGIST DOT 025088

Interprets weather information reported by observers and by satellites.

0319 MILK PROCESSING MACHINE OPERATOR DOT 529782

Operates a variety of machines used in processing milk and milk products. He is trained on-the-job to operate these machines. For some of the jobs he must take a state exam.

0320 MILK PROCESSING WORKER DOT 529886

Does semi-skilled work associated with the processing of milk and milk products.

0321 MILLWRIGHT DOT 638281

Installs, dismantles and moves heavy machinery or supervises those who do this work.

0322 MINE INSPECTOR DOT 168287

Works to promote good mining practices and to improve the health and safety of miners.

0323 MINER DOT 850781

Takes raw metal, stone, and/or coal out of the earth. He uses many different types of tools and power machinery.

0324 MOBILE FOOD UNIT WORKER DOT None

Follows a designated route each day delivering prepared meals to shut-ins and elderly people.

0325 MODEL DOT 297868

Promotes clothing fashions by wearing and displaying styles at fashion shows, in stores, and in wholesale establishments.

0326 MOLDER AND COREMAKER DOT 518381

Skilled foundry workers. Molders make forms used for shaping poured hot metal and coremakers make sand bodies that form the hollow parts of poured castings.

0327 MOTEL MANAGER DOT 187118

Directs and coordinates the activities of various departments of a motel. He assumes responsibility for a profitable operation while providing maximum comfort for guests.

0328 MOTION PICTURE PROJECTIONIST DOT 960382

Works from an elevated room at the back of the theater and operates projection machines and audio equipment.

0329 MOTORCYCLE MECHANIC DOT 620281

Repairs and overhauls motorcycles, motor scooters, and other similar motor vehicles.

0330 MOTOR GRADER OPERATOR DOT 851883

Drives a tractor like machine which spreads dirt and stone evenly along the ground. This worker is part of a construction team.

0331 MOTOR TRANSIT DRIVER DOT 913463

Works for a public or private transportation firm. He operates an electric or diesel bus to transport passengers over a set route.

0332 MULTILITH OPERATOR DOT 651782

Operates offset printing presses from paper "mats". May involve detailed multiple color work.

0333 MUSICIAN DOT 152048

Sings or plays a musical instrument to entertain others. One may perform alone or with a group.

0334 MUSIC TEACHER DOT 152028

Provides instructions to individuals, public school students and other groups of people in singing or musical instruments.

0335 NAVY CAREERS None

Is one of the major branches of the Armed Forces whose purpose is the safety and protection of this country. The Navy's primary interest is protection at sea.

0336 NEWSPAPER REPORTER DOT 132268

Gathers information on current events and writes stories on many subjects for publication in daily or weekly newspapers.

0337 NURSE ANESTHETIST DOT 075378

Administers anesthesia to make people insensitive to pain during surgical operations.

0338 NURSE'S AIDE DOT 355878

Works under close supervision of a professional nurse. She performs duties that do not require professional training.

0339 OCCUPATIONAL THERAPIST DOT 079128

Plans and directs activities for patients so they may overcome mental or physical disorders.

0340 OCCUPATIONAL THERAPY AIDE DOT 079368

Helps the Occupational Therapist in activities for patients with mental or physical disorders.

0341 OFFICE CLERK DOT 219388

Handles mail, phone calls, correspondence, record keeping, and other routine duties.

0342 OFFICE MACHINE SALESMAN DOT 281358

Demonstrates copying machines to potential buyers showing advantages over competing or existing systems.

0343 OFFICE MACHINE SERVICEMAN DOT 633281

Inspects, adjusts, repairs, cleans machines as typewriters, duplicators, calculators, etc.

0344 OFFSET DUPLICATING MACHINE OPERATOR DOT 207782

Reproduces single and multi-color copies of assignments on special machines. He must also maintain the machine.

0345 OPERATING ROOM TECHNICIAN DOT 079378

Prepares trays of instruments for the surgeon, keeps the operating room clean, and assists the surgeon during the operation.

0346 OPHTHALMIC LENS GRINDER DOT 711781

Makes eyeglass lenses according to prescriptions prepared by ophthalmologists and optometrists.

0347 OPTICAL BENCHMAN DOT 711381

Marks, cuts, bevels and/or smooths the edges of lenses and frame parts into finished eyeglasses.

0348 OPTOMETRIST DOT 079108

Examines eyes and prescribes treatment with medicine, drugs, surgery or glasses.

0349 ORDERLY DOT 355878

Performs various tasks to contribute to the comfort and welfare of patients. Works under supervision of registered nurses and resident physicians.

0350 ORTHODONTIST DOT 072108

Installs corrective devices such as braces and retainers to correct dental disorders. He is a dentist with specialized training.

0351 PACKAGING WORKER DOT 920885

Uses paper, boxes, glue, etc., to package all kinds of products for sale, shipment, storage and other purposes.

0352 PAINTER DOT 840781

With a knowledge of paints and other covering materials, he applies decorative and protective coatings to surfaces.

0353 PAINT SUPPLY SALESMAN DOT 276358

Sells paints, wallpaper and other home decoration materials to people who own homes and to professional painters.

0354 PARALEGAL AIDE None

Works with a law firm or in a large corporation and prepares samples of legal documents, performs legal research, or handles a wide variety of tasks in the legal setting.

0355 PARKING LOT ATTENDANT DOT 915878

Is responsible for the storage and safety of cars left in the parking lot in which he works.

0356 PARKING METER COLLECTOR DOT 240884

Collects coins from the coin boxes of parking meters. He follows a certain route to make sure all meters are checked.

0357 PARK RANGER DOT 169168

Is charged with tending public parks and with conservation of public lands and their use for public recreation.

0358 PATTERNMAKER DOT 781381

Makes a master pattern from the approved sketches and designs of the professional designer.

0359 PBX OPERATOR DOT 235862

Manipulates a cord or cordless switchboard to receive and/or relay incoming calls and other communications.

0360 PEACE CORPS VOLUNTEER None

Assists people in underdeveloped countries in the development of modern skills in health, education, community planning, and other fields to develop stable societies.

0361 PEDIATRICIAN DOT 070108

Is a medical specialist who works with children from birth through adolescence. He aids in a child's development as well as treatment for disease.

0362 PERSONAL AND COMPARISON SHOPPER DOT 296358

Collects information about the style, quality and cost of specific merchandise. This information is used by customers and retailers.

0363 PERSONNEL MANAGER DOT 166118

Interviews, tests, and investigates job applicants. Makes a decision as to who will be hired for positions.

0364 PEST CONTROL WORKER DOT 389884

Is employed by pest control operators to exterminate rodents and insects from homes, businesses and industries.

0365 PHARMACIST DOT 074181

Mixes and dispenses drugs and other medications according to prescriptions from physicians and dentists.

0366 PHARMACY HELPER DOT 074387

Performs routine duties in a pharmacy under the supervision of a registered pharmacist.

0367 PHOTOGRAPHER DOT 143062

Takes pictures and may work in commercial, news, portrait, scientific and industrial photography.

0368 PHOTO SUPPLY SALESMAN DOT 285358

Works in photosupply stores selling cameras, film enlargers and other equipment to amateur and professional photographers.

0369 PHYSICAL THERAPIST DOT 079378

Assists injured and otherwise handicapped individuals to rehabilitate parts of their body. Works with physician.

0370 PHYSICAL THERAPIST ASSISTANT DOT 355878

Helps a Physical Therapist treat people who have nerve, muscle, bone or joint diseases or injuries.

0371 PHYSICIAN DOT 070108

Examines and diagnoses the ailments of patients and prescribes drugs and processes to promote healing.

0372 PIPE LAYER DOT 851884

Installs clay, concrete, plastic or cast-iron pipe for storm or sanitation sewers, drains or water mains.

0373 PLASTERER DOT 842781

Applies plaster to walls and ceilings to provide insulation, fireproofing and for accoustical and decorative purposes.

0374 PLASTICS EXTRUDER OPERATOR DOT 557782

Feeds chemicals into a type of molding machine which makes plastic products.

0375 PLUMBER DOT 862381

Installs, repairs and maintains piping systems used to carry water, steam, and gas to and from buildings.

0376 PODIATRIST DOT 079108

Diagnoses and treats diseases and deformities of the feet. Performs surgery, prescribes drugs, and fits various corrective devices.

0377 POLICEMAN DOT 375268

Is charged with the basic law enforcement duties of keeping the peace and protecting life and property in the city.

0378 POLICEWOMAN DOT 375268

Works to keep the peace and protect the lives and property of the people in a given area.

0379 POST OFFICE CLERK DOT 232368

Sorts, distributes, and processes mail at various stages from mailing to delivery.

0380 POTMAN DOT 512885

Watches over a vat in which aluminum is made by separating oxygen from aluminum ore.

0381 POULTRY FARMER DOT 412181

Raises chickens, turkeys and poultry products to sell for a profit.

0382 PRESSER DOT 195108

Uses steam pressing machines or hand-irons to flatten seams and to shape garment parts and finished garments.

0382 PROBATION AND PAROLE COUNSELOR DOT 195108

Works with individuals who are released by the court without imprisonment; supervises the activities of prisoners released before the end of their term.

0384 PROFESSIONAL ATHLETE DOT 153348

Physically skilled men and women who participate in many kinds of team and individual sports. Some work principally as instructors or coaches.

0385 PROOF READER DOT 209688

Reads typescript or type setup to find and correct errors in grammar, typing or composition errors.

0386 PSYCHIATRIC TECHNICIAN DOT 355878

Applies principles and techniques in the personal care and treatment of mentally ill and mentally retarded patients.

0387 PSYCHOLOGIST DOT 045088

Studies and applies knowledge of many areas of human behavior. Usually specializes in experimentation, clinical work, or teaching.

0388 PUBLIC WORKS INSPECTOR DOT 188118

Checks government construction projects such as sewer systems, highways, bridges and dams to see that they meet contract specifications.

0389 QUALITY CONTROL INSPECTOR DOT 529387

Inspects and reports on products manufactured by his company to determine that they meet manufacturing specifications.

0390 RADIO & TV ANNOUNCER DOT 159148

Presents music and news programs to listening audiences. Must hold a "First Class Ticket" from Federal Communications Commission.

0391 RADIO & TV CONTROL ROOM TECHNICIAN DOT 957282

Is responsible for maintaining the technical quality of broadcasts and for insuring that programming appears properly for viewing and listening.

0392 RADIO AND TV SERVICEMAN DOT 720281

Includes installation, outside service calls, and bench work. He may specialize in one type of equipment.

0393 RADIO DISPATCHER DOT 379368

Communicates with personnel in the field by the use of two-way radios.

0394 RADIOLOGICAL TECHNICIAN DOT 078368

Takes X-ray photographs of the body to assist medical officers in detection of disease and injury.

0395 REAL ESTATE APPRAISER DOT 191287

Inspects property in order to prepare a complete description and evaluation.

0396 REAL ESTATE SALESMAN DOT 250358

Sells and rents real estate for clients.

0397 RECEPTIONIST DOT 237368

Greets persons who come into the office and directs them to proper department or staff member who can help them.

0398 RECREATION WORKER DOT 195228

Performs functions for communities and private organizations related to planning, instruction, and coordination of recreational activities.

0399 REGISTERED NURSE DOT 075378

Tends to the sick in hospitals, doctors offices or to other institutions. May administer medicine under physicians directions. Must have a state license.

0400 RESTAURANT MANAGER DOT 187168

Must insure that a smooth efficient and profitable operation of a restaurant is maintained. Positions range from large establishments to owning and operating small restaurants.

0401 RETAIL MEAT CUTTER DOT 316884

Prepares, displays, and packages meat, poultry and fish for retail markets, wholesale markets and frozen food locker plants.

0402 ROAD ROLLER MACHINE OPERATOR DOT 859883

Operates a heavy piece of road construction equipment which packs dirt and asphalt.

0403 ROD AND CHAINMAN DOT 018587

Surveys distances, elevations, directions, and angles with other members of the survey crew.

0404 ROLLING MILL OPERATOR DOT 613782

Rolls metal ingots into slabs or beams of the correct thickness and surface as specified by customers.

0405 ROOFER DOT 866381

Skilled construction tradesmen who apply materials such as tile, slate and composition roofing to tops of buildings.

0406 RUG CLEANER DOT 369884

Uses chemical solutions to clean carpets, either in a plant or on the premises of a customer.

0407 SAFE-DEPOSIT CLERK DOT 249368

Rents safe-deposit boxes to bank customers. Keeps records of each account.

0408 SCHOOL BUS DRIVER DOT 913463

Drives a bus which takes children to and from schools.

0409 SCHOOL BUS MECHANIC DOT 620281

Is responsible for keeping the school buses in Tennessee in safe working condition.

0410 SEAMSTRESS DOT 785381

Makes or alters and repairs different types of garments by machine or by hand.

0411 SERVICE STATION ATTENDANT DOT 915867

Performs a variety of services for customers, ranging from greeting him, to giving directions to minor auto repairs.

0412 SEWING MACHINE OPERATOR DOT 787782

Uses an automatic sewing machine to assemble a product, may specialize in a single operation.

0413 SEWING MACHINE REPAIRMAN DOT 639281

Repairs, adjusts and services home and industrial sewing machines.

0414 SHEET METAL WORKER DOT 804281

Works from blueprints and drawings to make and install articles of light gauge sheet metal.

0415 SHIPPING-RECEIVING CLERK DOT 222387

Performs necessary clerical work to enable manufacturing companies, wholesalers, and other businesses to keep records of goods transferred.

0416 SHOE REPAIRMAN DOT 365381

Repairs shoes and all kinds of leather goods.

0417 SHOE SALESMAN DOT 263358

Sells footwear for department store or speciality stores. He may also sell accessories such as purses, hosiery, etc.

0418 SIGN PAINTER DOT 970381

Makes commercial signs, neon and silk screen process, motion picture and TV studio painting, outdoor advertising and other projects for commercial firms.

0419 SLAUGHTER HOUSE BUTCHER DOT 525381

Works in a meat processing plant and cuts slaughtered animals for sale or further processing.

0420 SMALL APPLIANCE REPAIRMAN DOT 723381

Work in shops and customers' homes to repair appliances.

0421 SMALL ENGINE MECHANIC DOT 625281

Repairs motorcycles, lawn mowers or other small engines.

0422 SOCIAL WORKER DOT 195108

Is employed by private and public agencies to administer financial assistance, counseling and other services for those in poverty, and disadvantaged in some way.

0423 SOIL CONSERVATIONIST DOT 040081

Works with farmers, ranchers, and government agencies in managing land to avoid erosion and other forms of useless soil by surveying, mapping, and analyzing.

0424 SPEECH THERAPIST DOT 079108

Diagnoses and treats problems of speech and language. He or she may be employed by school systems to help children correct speech difficulties.

0425 SPINNER DOT 557885

Runs a machine that makes such raw materials as cotton or rayon into yarn.

0426 SPORTING GOODS SALESMAN DOT 286358

Sells variety of equipment. He or she should be familiar with fishing, hunting, boating, camping, and other sports equipment.

0427 STATIONARY ENGINEER DOT 950782

Operates and maintains equipment in industrial plants that are essential to power generation, heating, ventilation, humidity control, and air conditioning.

0428 STENOGRAPHER DOT 202388

Takes dictation in shorthand of correspondence, reports, and other matters, transcribes by use of a typewriter.

0429 STILLMAN DOT 542280

Works in an oil refinery to help change crude oil into refined products such as gasoline, kerosene and lubricating oils.

0430 STOCK CLERK DOT 223387

Is responsible for receiving, unpacking, verifying, storing, issuing supplies and equipment in storerooms and warehouses.

0431 STONE MASON DOT 861781

Cuts and assembles stone for commercial, private and public buildings.

0432 STRUCTURAL AND ORNAMENTAL IRONWORKER DOT 809381

Deals with the basic building process while ornamental workers do more of the finishing work.

0433 SURVEYOR DOT 018188

Gathers information about the physical traits of a specific area of land to be used in preparing maps and making plans for future construction.

0434 TABULATING MACHINE OPERATOR DOT 213782

Runs machines which sort, count and tabulate information punched into data processing cards by key-punch operators. Works under computer operator or data processing supervisor.

0435 TAILOR DOT 785381

Makes men's clothing, which is done very little at the present time.

0436 TAXICAB DRIVER DOT 913363

Provides transportation for individuals in an automobile. He or she may also perform personal services for customers.

0437 TEACHER AIDE DOT 095338

Helps teachers with various clerical duties and also works with small groups of students when needed.

0438 TECHNICAL EDUCATION TEACHER DOT 090228

Teaches post-high school students the technical subject matter and the technical skills to prepare them for work as technicians.

0439 TECHNICAL ILLUSTRATOR DOT 017281

Makes three-dimensional drawings of electrical, mechanical and structural parts and assemblies, may construct models.

0440 TECHNICAL WRITER DOT 139288

Interprets scientific and engineering developments by assembling, analyzing, and recording information in forms that suit specific needs of his reader, whether policy makers, administrators, technicians, craftsmen or others.

0441 TELEPHONE FRAMEMAN DOT 822884

Works in central offices connecting, changing, and disconnecting customers to switchboard equipment.

0442 TELEPHONE OPERATOR DOT 235862

Works either in telephone company handling calls that cannot be completed automatically, or works as a PBX Operator operating switchboards.

0443 TELEPHONE SERVICE REPRESENTATIVE DOT [illegible]

Makes contact between the phone company and the public. Handles requests for additional service, questions about bills and customer complaints.

0444 TELEPHONE STATION INSTALLER DOT 822381

Installs telephones and related equipment in homes.

0445 TELEPHONE SUPPLYMAN DOT 223387

Is responsible for maintaining stocks of materials, issuing and receiving and related duties.

0446 TELETYPE OPERATOR DOT 203588

Sends telegraph messages automatically through a special typewriter which converts typed messages electronically so that they are wired instantly.

0447 TELEVISION ANTENNA INSTALLER DOT 720281

Installs and adjusts television antennas so as to receive the best reception.

0448 TELEVISION CAMERAMAN DOT 143062

Controls the video console to regulate transmission of television scenes including test patterns and filmed or live broadcasts.

0449 TILE SETTER DOT 861781

Installs ceramic tiles, stone or other materials, using a blueprint or drawing of the final surface for walls, floors or ceilings.

0450 TIRE RECAPPER DOT 559885

Tends machines that recap and retread tires.

0451 TIRE SERVICEMAN DOT 915884

Performs tasks involved in repairing tires of automobiles and other vehicles.

0452 TOOL AND DIE MAKER DOT 601280

Makes the tools and dies used in shaping and forming metal parts. Tool Makers specialize in making jigs and fixtures while die makers construct dies of metal forms.

0453 TOOL CLERK DOT 223387

Sometimes called tool crib attendant, is responsible for storing, issuing, receiving all kinds of hand and power tools used in a shop.

0454 TOOL GRINDER OPERATOR DOT 603280

Is a skilled worker who, using a variety of mechanical aids, sharpens all kinds of metal cutting tools which are used in machine shops and industrial plants.

0455 TRADE AND INDUSTRIAL EDUCATION TEACHER DOT 091228

Instructs high school students or adults in a skilled or semi-skilled trade so that they will have the skills needed to begin a job.

0456 TRAFFIC RATE CLERK DOT 912488

Is an essential figure in the transportation field. He is employed primarily by shippers and carriers in industry and commerce to determine rates for transporting freight.

0457 TRAVEL AGENT DOT 237168

Helps people plan trips including the routes, types of transportation, reservations, passports, medical requirements, tickets, etc.

0458 TREE TRIMMER DOT 404884

May work for a city or county government or for a private trimming firm. He works under supervision to trim and care for trees.

0459 TRUCK FARMER DOT 403181

Is responsible for a phase of vegetable production such as preparing the fields, planting the seeds and selling the crops.

0460 URBAN PLANNER DOT 199168

Helps cities grow in an orderly fashion. It is their job to work with elected officials of a city or county to develop a master plan for the future and then to help see that the plan is carried out.

0461 VARIETY STORE SALES CLERK DOT 290478

Aids the customer upon his request in locating merchandise desired. He or she may help customers decide between various articles then return to the check stand to compute the customer's purchases, collect payment and bag purchases.

0462 VENI-PUNCTURE SPECIALIST DOT 078381

Draws blood from patients, marks containers and delivers it to the medical laboratory for testing.

0463 VETERINARIAN DOT 073108

Diagnoses, treats, controls all the numerous diseases and injuries afflicting various animals. He performs surgery, prescribes medicine and treatments and vaccinates.

0464 VETERINARIAN ASSISTANT DOT 356874

Helps a professional veterinarian in delivery and servicing of livestock, caring for animals, and in operating an animal hospital.

0465 VIDEO OPERATOR DOT 957282

Operates the video console which regulates the transmission of television scenes.

0466 VINYL SIDING INSTALLER DOT 860381

Uses hand tools and electric tools in applying siding to the exterior walls of a building.

0467 VOCATIONAL AGRICULTURE TEACHER DOT 091228

Instructs high school students, technical school students and out-of-school adults in principles of agricultural production and related subjects.

0468 WAITER/WAITRESS DOT 311878

Serves food and beverages to customers in hotels and eating establishments.

0469 WARD MAID DOT 323887

Is responsible for the cleaning and servicing of assigned areas such as wards, offices, or surgery rooms in a hospital.

0470 WAREHOUSEMAN DOT 922887

Is basically responsible for the storage and movement of materials in all kinds of storage areas.

0471 WATCHMAKER DOT 715281

Examines, estimates and performs repairs on broken watches and clocks, also cleans and adjusts time pieces.

0472 WATCHMAN DOT 372868

Protects property from damage or loss from fire, robbery, intruders, and other hazards.

0473 WATER TREATMENT PLANT OPERATOR DOT 954782

Runs treatment plant equipment which purifies water for public use.

0474 WELDER DOT 812884

Joins pieces of metal by placing them next to each other and melting the adjacent surfaces causing them to flow together for a strong bond.

0475 WINDER DOT 689885

Runs a machine that winds the yarn off bobbins onto spools or tubes ready for knitting or weaving.

PROGRAM OFFERING DECK

The INFOE Program Offering Deck is designed to provide information on vocational and technology programs offered in Tennessee. The Program Offering Deck is divided into two mini-decks.

1 - Vocational Programs

2 - Technology Programs

A four digit numbering system is used to file the cards. For example, a card with the following number in the left hand top corner would mean:

1-010 The first number (1) identifies the card as belonging to the mini-deck of cards describing vocational programs offered in high schools and area vocational schools. The next two digits (01) identifies this card as the 1st card in the deck. The fourth digit (0) is for expansion purposes, so new programs can be addes and the cards can be kept in alphabetical order.

All cards preceded with (2) indicates a card containing information on a technology program offered in a community college or state technical institute. (A few technology programs are offered in area schools.)

The specific information contained on each Program Offering INFOEscript is as follows:

Page 1 - Description of program and its objectives.

Page 2 - Educational background needed to enter the program and some of the instructor's expectations.

Page 3 - Description of the course of study.

Page 4 - List of public educational institutions offering program and a list of jobs for which the propare a person.

VOCATIONAL PROGRAMS

ALPHABETICAL LISTING - DESCRIPTIVE INFORMATION

U.S.O.E. CODE

1-010 ACCOUNTING & COMPUTING 14.0104

The Accounting & Computing program is designed to provide the beginning skills of accounting. Students who complete this course will find excellent employment opportunities.

1-020 AGRI-BUSINESS 01.0299

The program in Agri-Business is designed to provide meaningful experiences for the student who is interested in learning about the real problems of farm financial record keeping, salesmanship of farm products and the organizations and functions of agricultural businesses.

1-030 AGRICULTURAL MECHANICS 01.0301

The Agri-Mechanics program is designed to develop understanding and specific skills needed for job entry in agricultural machinery service occupations.

1-040 AIR CONDITIONING AND REFRIGERATION 17.0101

This course will prepare a student to service and repair home and industrial cooking systems.

1-050 AIRCRAFT MECHANICS 17.0401

The program in Aircraft Mechanics is designed to prepare students for entry level positions in aviation mechanics. The study of aerodynamics, airframe construction, theory of electricity and fluids, airframe and engine inspection are all included in this specialized program.

1-060 APPLIANCE REPAIR 17.0201

The Appliance Repair course is designed to prepare a person to service small appliances such as fans, toasters and small electrical heaters and large electrical appliances such as dishwashers, washing machines, dryers and window air conditioning units.

1-070 AUTOMOBILE BODY REPAIR 17.0301

The basic Automobile Body Repair course will enable a person to gain knowledge and experience in estimating cost of repairs, repairing or replacing bent parts, and refinishing auto bodies or auto parts.

1-080 AUTOMOTIVE MECHANICS 17.0302

The Automotive Mechanics program is designed to prepare students for entry level positions in automotive repair service.

U.S.O.E. Code

1-090 CABINET MAKING 17.3601

Very few high schools offer a program in Cabinet Making, but many schools do offer woodworking which is basic background for Cabinet Making. Cabinet Making programs train students for jobs in the fields of construction, industry and furniture manufacturing.

1-100 CHILD CARE AND DEVELOPMENT 09.0201

The high school course in Child Care and Development is designed to prepare students for jobs in the area of child care.

1-110 COMMERCIAL ART 17.0799

The Commercial Art course which only a few high schools offer is a 2 or 3 year program designed to train students in basic drawing, lettering, color, designing and art work.

1-120 COMMERCIAL PHOTOGRAPHY 17.0999

The 2 year program in Commercial Photography is designed to give very specialized skills in the use of cameras and darkroom facilities. The student who enrolls in this course may use the skills gained to qualify him for employment or for advance training in photography.

1-130 COMMUNICATION ARTS-RADIO & TV BROADCAST NONE

The Communication Arts Programs are designed to prepare students for careers in one of the mass media, such as radio and TV broadcasting. The program provides a broad orientation to areas of work in the media fields.

1-140 CONSUMER AND HOMEMAKING EDUCATION 09.0101

The course work in Consumer and Homemaking Education is designed to help individuals improve themselves and to learn skills that are valuable for improving home and family life.

1-150 COSMETOLOGY 17.2602

The high school or area school program in Cosmetology provides 1,500 hours of instruction and lab experiences in correct hair styling, shampooing, manicuring, pin and roller curling, facials and overall face make-up. At the end of this course, it is expected that each student will be able to pass the State Board of Cosmetology Examination.

U.S.O.E. CODE

1-160 DENTAL ASSISTANT 07.0101

The program for preparing Dental Assistants is offered at area vocational schools. The course includes theory and clinical experiences necessary for job entry as a dental assistant.

1-170 DISTRIBUTIVE EDUCATION 04.2000

Distributive Education is a vocational program for high school students who plan a career in some area of retailing or wholesaling.

1-180 DRAFTING 17.1300

The Drafting Program is designed to provide training in drawing skills and basic technical knowledge of drafting in accordance with standards acceptable to architects, engineers and industry.

1-190 ELECTRONICS 17.1503

The purpose of the Electronics course is to prepare students in the necessary skills to troubleshoot and to repair or replace parts on radios and television sets.

1-200 GENERAL BUILDING TRADES 17.1099

The General Building Trades course combines all the areas of house building into a program designed to teach students how to construct a house. Included in the course are the areas of: carpentry, masonry, electrical wiring, plumbing and painting.

1-210 GENERAL METALS 17.2304

The course in General Metals is designed to prepare a person in the broad area of design and construction of metal products.

1-220 HEALTH OCCUPATIONS 7.9900

The Health Occupations course provides a good background and given experiences needed for job entry in the health field, or for more specialized training.

1-230 INDUSTRIAL ELECTRICITY 17.1401

The Industrial Electricity program is one of three years duration which is designed to provide beginning skills needed for work in residential construction and industrial electrical maintenance.

U.S.O.E. CODE

1-240 INHALATION THERAPY 07.0903

The Inhalation Therapy Program provides training in the safe operation and maintenance of inhalation equipment.

1-250 INSTRUMENT MECHANIC 17.2101

The Instrument Mechanic course at the area vocational schools is designed to prepare people to repair and to maintain automatic controls for machinery and industrial equipment.

1-260 LICENSED PRACTICAL NURSE 07.0302

The Licensed Practical Nurse program, offered at many area vocational schools, provides training in patient care and the fundamentals of the cause and control of diseases.

1-270 MACHINE SHOP 17.2302

The course in Machine Shop is designed to teach the basic skills which are required of a machinist for job entry in industry. The course also provides a good background for mechanical engineering, tool design and maintenance technician training.

1-280 MASONRY 17.1004

The Masonry course will enable persons to gain experience in the skills of laying blocks and bricks, the application of plastering and tile setting, blueprint reading and building layouts.

1-290 MEDICAL LABORATORY ASSISTANT 07.0203

The Medical Laboratory Assistant course is designed to prepare persons for performing routine medical laboratory procedures. High school students interested in this program should prepare for it by taking science, math and health courses.

1-300 NURSE AIDE 07.0303

The Nurse Aide program offered at area vocational schools is a short course which prepares persons to assist nurses in the care of patients.

1-310 OCCUPATIONAL HOME ECONOMICS 09.2000

The Occupational Home Economics program is designed to prepare persons for entry level jobs in food service, textiles or child care.

U.S.O.E. CODE

1-320 OFFICE MACHINE REPAIR 17.0600

The course in Office Machine Repair is designed to provide instruction in the repair of various office equipment.

1-330 OFFICE OCCUPATIONS-BOOKKEEPING 14.0102

The bookkeeping program of Office Occupations is a specialized course which prepares a person for the specific office job of bookkeeping.

1-340 OFFICE OCCUPATIONS - BUSINESS MACHINES 14.0399

The course in Business Machines is designed to provide classroom experiences in the use of different kinds of office machines. The program will prepare students for jobs upon graduation, or will provide an excellent background for advanced training.

1-350 OFFICE OCCUPATIONS - CLERICAL 14.0999

The Clerical program of Office Occupations is a specialized course for the student who is interested in entry level clerical work.

1-360 OFFICE OCCUPATIONS - DATA PROCESSING 14.0299

The specialized senior program in Data Processing is designed to teach students beginning skills in data processing. Skills such as key punching, card sorting, basic programming and use of various computer equipment are developed.

1-370 OFFICE OCCUPATIONS - SECRETARIAL 14.0702

The Secretarial program is a specialized training course which is designed to equip students with skills and knowledge necessary for beginning secretarial positions.

1-380 OPERATING ROOM TECHNICIAN 07.0305

The course work in Operating Room Technician is designed to provide classroom work and clinical experiences which will enable the graduating student to function as a member of an operating room team.

1-390 ORNAMENTAL HORTICULTURE 01.0599

This Horticulture course will prepare a person for working in a greenhouse or nursery in addition to other areas of ornamental horticulture. These areas include fruit and vegetable production, turf management and landscaping of grounds and buildings.

U.S.O.E. CODE

1-400 PRINTING 17.1902

The primary purpose of the Printing program is to prepare the student for entry level jobs in the printing field.

1-410 QUANTITY FOODS 17.2999

The Quantity Foods or Commercial Foods program, a 2 year program, is designed to provide training for students in the preparation and serving of food in quantity. This program is good preparation for the person who wants to prepare himself or herself for the food management industry.

1-420 RADIO AND T.V. REPAIR 17.1503

The program in Radio and T.V. Repair is designed to teach background electronic theory and skills in the repair of radios and television units.

1-430 SERVICE STATION ATTENDANT 17.0399

The program of Service Station Attendant is designed to train students for the operation of a service station which includes the servicing of trucks and cars.

1-440 SHEET METAL 17.2305

The Sheet Metal course is designed to give the student skills in designing and constructing sheet metal products. The Sheet Metal program includes developing of duct systems for air conditioning and heating systems.

1-450 SMALL GASOLINE ENGINE REPAIR 17.3100

The Small Gasoline Engine Repair program is designed to prepare a person to service, maintain and repair engines ranging in size from 1 H.P. to 12 H.P.

1-460 TAILORING 17.3302

The program in Tailoring is designed to provide the student with entry level skills in tailoring. The program, a very extensive one, includes the history of the tailoring trade, the use of tools and materials of the trade, the use of patterns, the actual tailoring of garments and the study of the properties of fabrics.

U.S.O.E. CODE

1-470 TOOL AND DIE MAKING 17.2307

The Tool and Die Making course is a course offered by several area vocational schools. The student is taught how to construct new dies in the fabrication of metal parts, to repair old dies, to construct and repair cutting tools, design jigs and rework fixtures, gauges and machinists' hand tools.

1-480 WATCHMAKING 17.2102

The Watchmaking course includes the study of theory in watchmaking and practical work in maintaining and repairing watches and clocks.

1-490 WELDING 17.2306

The Welding program is one which provides training and background for meeting the job requirements in the welding industry.

1-500 VOCATIONAL AGRICULTURE 01.0100

This course is designed to give a student a basic background in the field of agriculture which will prepare him for more specialized areas of study in high school or post high school. Specialized areas of study prepare one for jobs in farm management, agri-mechanics, breeding and care of animals and care of plants.

TECHNOLOGY PROGRAMS

ALPHABETICAL LISTING - DESCRIPTIVE INFORMATION

U.S.O.E. CODE

2-010 ACCOUNTING TECHNOLOGY 14.0101

This program is designed to prepare persons in a broad range of accounting systems, record keeping, financial statements, tax accounting and budgeting.

2-020 AEROSPACE TECHNOLOGY 16.0299

The Aerospace Technology program prepares students for careers in areas including aerospace development and manufacturing, general aviation, airport management and as a professional pilot.

2-030 AGRI-BUSINESS TECHNOLOGY 01.0100

The Agri-Business Technology course is designed to prepare persons to work for private and public businesses that serve consumers, especially the farmer. Also, it prepares one for the area of sales and marketing of agricultural products.

2-040 AIR POLLUTION TECHNOLOGY 16.0110

This program is designed to provide students with training in the control of air quality. It includes field work, laboratory studies, inspection and enforcement, meterology and data processing.

2-050 ARCHITECTURAL ENGINEERING TECHNOLOGY 16.0103

Architectural Engineering Technology will prepare a person for employment with architects, contractors, building materials suppliers and various government agencies. Persons in this program are taught how to translate designs, and systems solutions into graphic and written form.

2-060 ASSISTANT TEACHER TECHNOLOGY NONE

This program is designed to prepare assistants who will assist public school teachers in all areas of work except actual teaching.

2-070 BIOMEDICAL ENGINEERING TECHNOLOGY 07.9900

This course is designed to prepare engineers to use engineering principles for solving medical and health related problems. The graduate will be able to put into practice the engineering aspects of the biological systems of man and animals.

U.S.O.E. CODE

2-080 BUSINESS ADMINISTRATION 14.0899

This two-year program is designed to prepare persons in a variety of business areas, such as advertising, banking, credit finance, insurance and accounting.

2-090 CHEMICAL ENGINEERING TECHNOLOGY 16.0105

This two-year post high school program provides the graduate with the preparation needed by engineering and research technicians in the chemical field.

2-100 CHILD CARE TECHNOLOGY 16.0501

This course is designed to train students in all areas of basic child care. Students will gain the necessary experiences for working in child care centers, nursery schools and kindergartens.

2-110 CIVIL ENGINEERING TECHNOLOGY 16.0106

This two-year post high school program provides the student with drafting and surveying skills, knowledge of structural design techniques and materials testing procedures.

2-120 CONSTRUCTION TECHNOLOGY 16.0199

This two-year post-high school program provides the student with skills in the practical applications of construction techniques.

2-130 DATA PROCESSING TECHNOLOGY-BUSINESS 14.0299

The Data Processing Technology program includes courses which give students skills in the following areas: operation of unit record equipment, operation of computers and computer programs and the solving of business problems by using unit records, computers and systems analyses.

2-140 DATA PROCESSING TECHNOLOGY-SCIENTIFIC 16.0117

This two-year post high school program consists of courses designed to provide an understanding of the concepts, principles and techniques of scientific data processing.

2-150 DIETETICS AND FOOD TECHNOLOGY 16.0599

This program is designed to train technicians who can improve quality food service and nutritional care for individuals in hospitals, nursing homes, rehabilitation centers and other medical care facilities and agencies.

U.S.O.E. CODE

2-160 DRAFTING TECHNOLOGY 17.1300

This course is designed to prepare students in the following areas: translation of ideas, rough sketches, specifications and calculations of engineers, architects and designers into working plans.

2-170 ELECTRICAL/ELECTRONIC ENGINEERING TECHNOLOGY 16.0107

The course work for this course prepares the student in basic electronics and circuits during the first year. In the second year, he selects one of two options: power systems or communications.

2-180 ELECTRICAL ENGINEERING TECHNOLOGY 16.0107

This two-year program provides necessary preparation for engineering and research technicians in the electrical field. Graduates of this program assist electrical engineers in performing their jobs.

2-190 ELECTRONIC TECHNOLOGY 16.0108

This two-year program is designed to prepare students to become electronic technicians. Some of the fields based on electronics include the telephone, radio, television, radar, missile guidance and space technology.

2-200 ENVIRONMENTAL TECHNOLOGY 16.0110

This program is designed to provide the student with basic information for solving the problems of water and air pollution, and waste disposal. The graduate of this program will be prepared to assist engineers in these areas of work.

2-210 FIRE SCIENCE TECHNOLOGY 17.2801

This program prepares students for entrance into employment with cities, industrial firms or other firms requiring fire protection. At the completion of this course, a student should be able to pass a municipal civil service exam for firefighters.

2-220 GENERAL BUSINESS 14.0800

The General Business course is designed to provide students with study in several business subjects. Therefore, the student will be qualified to pursue training in such fields as: advertising, banking, merchandising, office management, personnel management and selling.

U.S.O.E. CODE

2-230 GENERAL CLERICAL 14.0300

This type of program provides training for office work in a number of areas; for example, filing clerk, receptionist, typist and general clerical work. Shorthand is not included in this program.

2-240 HOTEL-MOTEL RESTAURANT MANAGEMENT 14.0899

The curriculum in this course prepares persons for employment in the hospitality industry. Hotel and motel managers direct and coordinate the activities of the front office, kitchen, dining rooms and all other departments.

2-250 INDUSTRIAL ENGINEERING TECHNOLOGY 16.0111

This program is designed to prepare technicians to manage industrial activities. Students will learn how to control cost and quality of output, to eliminate waste of time and material and to perform time and motion studies.

2-260 INHALATION THERAPY 07.0903

This course provides academic studies and actual clinical training necessary for persons to take the American Registry of Inhalation Therapy Examination. Inhalation Therapists follow doctor's orders in giving medication to patients.

2-270 INSTRUMENTATION ENGINEERING TECHNOLOGY 16.0112

This program is designed for the purpose of training technicians who work with automatic control instruments. Included in this area of work is operational and environmental testing of mechanical, structural or electrical equipment.

2-280 LIBRARY SERVICE TECHNOLOGY NONE

This program is designed to prepare persons for employment as library technical assistants. Library assistants work in such areas as book circulation, magazine handling, filing, shelving, ordering, classification and processing of books.

2-290 MANAGEMENT INFORMATION TECHNOLOGY NONE

This program may lead to an Associate of Science degree in Management Information Technology. The curriculum builds upon existing degree programs in both computer and engineering fields.

U.S.O.E. CODE

2-300 MANAGEMENT/MANUFACTURING TECHNOLOGY 14.0899

This program is designed to prepare persons for jobs requiring a combination of business and engineering skills.

2-310 MARKETING-DISTRIBUTION 04.9900

This program prepares persons for sales and mid-management positions in marketing and distribution concerns. The more general positions include the activities of determining policies, interpreting data, negotiating contracts, and consulting in all areas of marketing.

2-320 MECHANICAL ENGINEERING TECHNOLOGY 16.0113

This program is a two-year post-high school program. Students learn to apply theory and principles of mechanical engineering for developing and testing machinery and equipment.

2-330 MEDICAL LABORATORY TECHNOLOGY 07.0203

Students in this program receive experience in a hospital in addition to the academic studies at a community college. Graduates of this program are prepared to take national and state examinations in the field of medical laboratory technology.

2-340 MENTAL HEALTH TECHNOLOGY 07.0801

This course prepares persons to become mental health technicians who will work under the direction of nursing and medical staffs in a mental institution.

2-350 NUCLEAR TECHNOLOGY 16.0115

This course is designed to prepare nuclear technologists who detect, measure and analyze radioactivity in a research lab or in an industrial plant.

2-360 OCCUPATIONAL SAFETY AND HEALTH TECHNOLOGY NONE

This two-year program is designed to prepare persons to serve as technicians for formal safety and health programs in industries. Work areas are examined to see if safety and health regulations are being observed.

U.S.O.E. CODE

2-370 ORTHOPEDIC PHYSICIAN ASSISTANT TECHNOLOGY 07.0910

This two-year technical program is designed to prepare assistants to work with the orthopedic physician in treating bone deformities and factures.

2-380 POLICE SCIENCE-LAW ENFORCEMENT 16.0605

This two-year program provides a person with background in the basic fields related to law enforcement.

2-390 RADIOLOGY TECHNOLOGY 07.0501

This course provides students with experiences in medical radiologic procedures at a hospital in addition to necessary course work in X-ray theory.

2-400 REGISTERED NURSE 07.0301

The two-year nursing program is designed to prepare persons to beginning positions as general duty nurses. At the completion of this program, a student should be able to pass the State Board Examination.

2-410 SECRETARIAL SCIENCE TECHNOLOGY 14.0799

This program is designed to prepare persons to perform the many duties required in the modern office. Within this program, the student may choose options in medical, legal or executive secretarial work.

2-420 VOCATIONAL-TECHNICAL EDUCATION NONE

This program is designed to prepare new teachers and to upgrade existing teachers in the various fields of vocational-technical education who will teach vocational-technical courses in high schools, area schools, technical institutes and community colleges.

POST-SECONDARY INSTITUTION DECK

The INFOE Institution Deck is designed to provide information on all post-secondary institutions in Tennessee and selected institutions in neighboring states. The Institution Deck is divided into four mini-decks which are as follows:

Deck Code No.

3 - State Area Vocational-Technical Schools

4 - State Community Colleges, Technical Institutes and Junior Colleges

5 - Four-Year Colleges and Universities

6 - Selected Out-of-State Institutions

The specific information contained on the INFOEscript for each institution is as follows:

Page 1 - Description of institution, its location and its admission requirements

Page 2- Information on policies, admission procedures and the availability of financial assistance

Page 3 - Student activities, student housing and expenses

Page 4 - Major programs offered and degrees granted

STATE AREA VOCATIONAL-TECHNICAL SCHOOLS

	NAME	LOCATION
3-010	Athens	P.O. Box 148, Athens 37303
3-020	Chattanooga AVTS	4401 Amnicola Highway, Chattanooga 37406
3-030	Covington AVTS	Highway 51 S., Covington 38010
3-040	Crossville AVTS	P.O. Box 725, Crossville 38555
3-050	Dickson AVTS	Highway 46, Dickson 37055
3-060	Elizabethton AVTS	Arney St., Elizabethton 37643
3-070	Fire Service Trng. Ctr.	Murfreesboro 37130
3-080	Harriman AVTS	Harriman 37748
3-090	Hartsville AVTS	Highway 25 E., Hartsville 37074
3-100	Hohenwald AVTS	P.O. Box 168, Hohenwald 38462
3-110	Jacksboro AVTS	RFD 1, Jacksboro 37757
3-120	Jackson AVTS	McKellar Field, Jackson 38301
3-130	Knoxville AVTS	1100 Liberty St., Knoxville 37919
3-140	Livingston AVTS	P.O. Box 459, Livingston 38570
3-150	McKenzie AVTS	Highway 21 N., McKenzie 38201
3-160	McMinnville AVTS	Highway 70 S., McMinnville 37110
3-170	Memphis AVTS	620 Mosby Ave., Memphis 38105
3-180	Morristown AVTS	P.O. Box 130, Morristown 37814
3-190	Nashville AVTS	100 White Bridge Rd., Nashville 37209
3-200	Newbern AVTS	Highway 51, N., Newbern 38059
3-210	Oneida AVTS	P.O. Box 407, Oneida 37841
3-220	Paris AVTS	Paris 38242
3-230	Pulaski AVTS	Highway 64 E., Pulaski 38478
3-240	Ripley AVTS	Industrial Park, Ripley 38063
3-250	Savannah AVTS	Highway 46 W., Crump 38327
3-260	Shelbyville AVTS	P.O. Box 164, Shelbyville 37160
3-270	Tri-Cities AVTS	P.O. Box 246, Blountville 37617

STATE COMMUNITY COLLEGES, TECHNICAL INSTITUTES AND JUNIOR COLLEGES IN TENNESSEE

NAME	PUBLIC OR PRIVATE	LOCATION
4-010 Aquinas Junior College	Private	Nashville
4-020 Chattanooga State Tech. Comm College	Public	Chattanooga
4-030 Cleveland State Comm. Coll.	Public	Cleveland
4-040 Columbia State Comm. Coll.	Public	Columbia
4-050 Cumberland College	Private	Lebanon
4-060 Dyersburg State Comm. Coll.	Public	Dyersburg
4-070 Freed-Hardeman College	Private	Henderson
4-080 Hiwassee College	Private	Madisonville
4-090 Jackson State Comm. Coll.	Public	Jackson
4-100 Martin College	Private	Pulaski
4-110 Motlow State Comm. Coll.	Public	Tullahoma
4-120 Nashville State Tech. Inst.	Public	Nashville
4-130 Roane State Comm. Coll.	Public	Harriman
4-140 Shelby State Comm. Coll.	Public	Memphis
4-150 State Tech. Inst. at Memphis	Public	Memphis
4-160 Tomlinson College	Private	Cleveland
4-170 Volunteer State Comm. Coll.	Public	Gallatin
4-180 Walters State Comm. Coll.	Public	Morristown

FOUR-YEAR COLLEGES AND UNIVERSITIES
IN TENNESSEE

	NAME	PUBLIC OR PRIVATE	LOCATION
5-010	Austin Peay State University	Public	Clarksville
5-020	Belmont College	Private	Nashville
5-030	Bethel College	Private	McKenzie
5-040	Bryan College	Private	Dayton
5-050	Carson-Newman College	Private	Jefferson City
5-060	Christian Brothers College	Private	Memphis
5-070	College of the Bible of the American Baptist Theological Seminary	Private	Nashville
5-080	David Lipscomb College	Private	Nashville
5-090	East Tennessee State University	Public	Johnson City
5-100	Fisk University	Private	Nashville
5-110	Free Will Baptist Bible College		
5-120	George Peabody College for Teachers	Private	Nashville
5-130	Harding Graduate School of Religion	Private	Memphis
5-140	John A. Gupton College	Private	Nashville
5-150	Johnson Bible College	Private	Kimberlin Heights
5-160	King College	Private	Bristol
5-170	Knoxville College	Private	Knoxville
5-180	Lambuth College	Private	Jackson
5-190	Lane College	Private	Jackson
5-200	Lee College	Private	Cleveland
5-210	Lemoyne-Owen College	Private	Memphis
5-220	Lincoln Memorial University	Private	Harrogate
5-230	Maryville College	Private	Maryville
5-240	Memphis Academy of Arts	Private	Memphis
5-250	Memphis State University	Public	Memphis
5-260	Memphis Theological Seminary	Private	Memphis
5-270	Middle Tennessee State University	Public	Murfreesboro

	NAME	PUBLIC OR PRIVATE	LOCATION
5-280	Milligan College	Private	Milligan College
5-290	Scarritt College	Private	Nashville
5-300	Southern College of Optometry	Private	Memphis
5-310	Southern Missionary College	Private	Collegedale
5-320	Southwestern at Memphis	Private	Memphis
5-330	Tennessee State University	Public	Nashville
5-340	Tennessee Technological Univ.	Public	Cookeville
5-350	Tennessee Temple School	Private	Chattanooga
5-360	Tennessee Wesleyan	Private	Athens
5-370	Trevecca Nazarene College	Private	Nashville
5-380	Tusculum College	Private	Greeneville
5-390	Union University	Private	Jackson
5-400	The University of the South	Private	Sewanee
5-410	The University of Tennessee at Chattanooga	Public	Chattanooga
5-420	The University of Tennessee at Knoxville	Public	Knoxville
5-430	The University of Tennessee at Martin	Public	Martin
5-440	The University of Tennessee Medical Units	Public	Memphis
5-450	The University of Tennessee at Nashville	Public	Nashville
5-460	Vanderbilt University	Private	Nashville

SELECTED OUT-OF-STATE INSTITUTIONS

	NAME	PUBLIC OR PRIVATE	LOCATION
6-010	Arkansas State University	Public	Jonesboro, Arkansas
6-020	Auburn University	Public	Auburn, Alabama
6-030	Berea College	Private	Berea, Kentucky
6-040	Blue Mountain College	Private	Blue Mountain, Mississippi
6-050	Delta State College	Public	Cleveland, Mississippi
6-060	Florence State University	Public	Florence, Alabama
6-070	Georgia Institute of Technology	Public	Atlanta, Georgia
6-080	Georgia State University	Public	Atlanta, Georgia
6-090	Harding College	Private	Searcy, Arkansas
6-100	Hendrix College	Private	Conway, Arkansas
6-110	Jackson State College	Public	Jackson, Mississippi
6-120	Millsaps College	Private	Jackson, Mississippi
6-130	Mississippi College	Private	Clinton, Mississippi
6-140	Mississippi St. Coll. for Women	Public	Columbus, Mississippi
6-150	Mississippi State University	Public	State College, Mississippi
6-160	Murray State University	Public	Murray, Kentucky
6-170	N. Carolina State University	Public	Raleigh, N. Carolina
6-180	Radford College	Public	Radford, Virginia
6-190	State College of Arkansas	Public	Conway, Arkansas

	NAME	PUBLIC OR PRIVATE	LOCATION
6-200	Sullins College	Private	Bristol, Virginia
6-210	Tougaloo College	Private	Tougaloo, Mississippi
6-220	Transylvania College	Private	Lexington, Kentucky
6-230	Troy State University	Public	Troy, Alabama
6-240	University of Alabama	Public	Tuscaloosa, Alabama
6-250	University of Georgia	Public	Athens, Georgia
6-260	University of Kentucky	Public	Lexington, Kentucky
6-270	University of Mississippi-Oxford	Public	Oxford, Mississippi
6-280	University of North Carolina at Chapel Hill	Public	Chapel Hill, N. Carolina
6-290	University of South Alabama	Public	Mobile, Alabama
6-300	University of Southern Mississippi	Public	Hattiesburg, Mississippi
6-310	University of Virginia	Public	Charlottesville, Virginia
6-320	Virginia Polytechnic Institute and State University	Public	Blacksburg, Virginia
6-330	William and Mary College	Public	Williamsburg, Virginia